

[Date]

[Client Contact Name]  
[Client Company Name]  
[Client Address]  
[City, State, Zip Code]

## **Re: Engagement for Research and Development (R&D) Tax Credit Services**

Dear [Client Contact Name],

This letter confirms the terms and objectives of our engagement with [Client Company Name] (the "Company") regarding the identification and calculation of Research and Development Tax Credits under Internal Revenue Code Section 41 and applicable state statutes.

### **1. Scope of Services**

[Firm Name] will perform the following services for the tax year(s) ending [Dates]:

- Identify qualifying research activities and expenses (wages, supplies, and contract research).
- Conduct interviews with technical personnel to document qualifying projects.
- Calculate the federal and state R&D tax credits.
- Prepare a technical report documenting the methodology and nexus between activities and costs.

### **2. Client Responsibilities**

The Company is responsible for providing all necessary financial records, payroll data, and technical documentation required to support the credit. The Company represents that all information provided is accurate and complete to the best of its knowledge.

### **3. Fees**

Our fee for these services is [Insert Fee Amount or Percentage, e.g., \$X,XXX fixed fee / XX% of the identified credit]. Payment is due [Insert Payment Terms, e.g., upon delivery of the final report].

### **4. Limitations**

This engagement does not include audit representation or the filing of amended tax returns unless specifically requested in writing under a separate agreement. Our services are based on current tax laws, which are subject to change.

### **5. Term and Termination**

Either party may terminate this agreement at any time by providing written notice. In the event of termination, the Company shall pay for all services performed up to the date of termination.

Please sign and return a copy of this letter to indicate your acceptance of these terms.

Sincerely,

[Partner Name]

[Firm Name]

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**Accepted and Agreed:**

For [Client Company Name]:

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_