

Enrolled Agent Representation Engagement Agreement

This agreement is between **[Your Firm Name]** (“Representative”) and **[Client Name]** (“Client”).

1. Scope of Representation

Representative will provide IRS and/or State tax representation related to:

- Tax period(s): **[List Years]**
- Issue(s): **[Notices, audits, collections, etc.]**

Representation includes communication with tax authorities under **Form 2848 (Power of Attorney)**. This agreement does not include tax return preparation unless separately engaged.

2. Client Responsibilities

Client agrees to:

- Provide truthful, complete documentation
- Respond promptly to information requests
- Refrain from contacting the tax authority directly without notice to Representative

3. Fees

Representation services are billed as:

- Hourly at **[\$rate]/hour**
- Flat fee of **[\$amount]**

A nonrefundable retainer of **[\$amount]** may be required. Future payments nonrefundable.

4. No Guarantee of Outcome

Representative cannot and does not guarantee the outcome of any tax proceeding.

5. Confidentiality & Records

Documents provided may be retained in electronic form. Original records remain the property of Client.

6. Termination

Either party may terminate this agreement in writing. Fees earned up to termination remain due.

Acknowledgment and Acceptance

Client Signature: _____ Date: _____

Representative Signature: _____ Date: _____