

# Tax Representation Agreement

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

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Dear [Client Name],**

This agreement confirms our understanding regarding the representation of your tax matters. By signing this letter, you are engaging [Your Firm Name] to represent you in connection with your tax obligations and disputes.

## Scope of Services

We will provide the following services:

- Preparation and filing of tax returns.
- Representation before tax authorities.
- Consultation regarding tax planning strategies.

## Fees

Our fees for these services will be based on the following:

- Hourly Rate: \$\_\_\_\_\_
- Flat Fee for specific services: \$\_\_\_\_\_

## Terms and Conditions

This agreement will commence on the date signed below and will continue until terminated by either party with a written notice of \_\_\_\_ days.

Please sign below to indicate your acceptance of this agreement.

\_\_\_\_\_  
[Your Name]  
[Your Firm Name]  
[Your Contact Information]

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Client Signature

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

Thank you for choosing [Your Firm Name]. We look forward to working with you.

Sincerely,

[Your Name]