**Wichita Tax Advisor IRS and/or State Department of Revenue Representation Engagement Letter**

**Federal and State Representation**

This agreement is for tax representation services with the Internal Revenue Service or State Taxing agency.

The Client agrees that he/she will promptly respond to any oral or written request by us to provide information and to assist us in obtaining any information from any third party. The Client understands that failure to assist us in representing the Client could lead to a less favorable result in this matter and to additional representation fees which would not otherwise be incurred if the Client were to diligently cooperate and assist us.

In the event you fail to communicate with this office when requested and this condition continues for twenty business days, we reserve the right to terminate our services.

You acknowledge that we have made no guarantees of any kind regarding vulnerability to any audit or other investigation, successful termination of any audit or other investigation, or conferences. You further acknowledge that we have made no guarantees of any kind regarding negations of installment payment agreements, compromises of tax liabilities, or the terms of any collateral agreements should one be necessary. We have made no representations regarding the seizure of any real or personal property. We have made no representations as to the imposition or release of any jeopardy or termination assessments. We have made no guarantees regarding the filing of any tax liens. All expressions relative to the foregoing are matters of our professional opinion only.

In the event an Offer in Compromise is made in order to resolve any federal tax liability, you acknowledge that the mere submission of an Offer in Compromise extends the statute of limitations for the collection of any tax liability by the period during which the offer is pending or the period during which any installment remains unpaid and for one year thereafter. Therefore, even if an Offer in Compromise is rejected upon receipt, the statute of limitations for collecting any tax will be at least eleven years and not ten years. You further acknowledge that the Internal Revenue Service may require a collateral agreement. This is an additional agreement calling for additional liability payments based upon increasing percentages of income over a several year period.

In the event your case is processed by the Automated Collection System (ACS) of the Internal Revenue Service, you acknowledge that we have made no representations whatsoever of our ability to transfer the case from ACS to the appropriate local field office of the Internal Revenue Service assigned to administer your case. Further, you acknowledge that we have informed you that ACS has the authority and ability to enforce collection by levy and distraint virtually without warning.

You acknowledge that we have made no representations that our services will result in relieving you of any liability, for any taxes, or interest and penalties.

You further acknowledge the requirements that financial statements may have to be submitted to negotiate payment agreements or to deal effectively with the Collection Division personnel you agree to supply information and make appropriate financial disclosures as and when we request same.

**Services, Fees and Billing**

Most engagements will incur an initial $500 fee for the initial work in assessing your situation, obtaining power of attorney, an assessment of remedies available to you and often an initial call with the IRS or taxing authority. Once we have completed this step we will inform you for the expected work and relevant fees to resolve your issue.

Where possible we will quote you, a fixed fee based on the services required from our discussion and from our initial fact finding work. Where an hourly fee may be required, we will discuss this situation and inform you of the hourly rate that may apply and our best estimate of the required hours. If your circumstances change or you provide us with new information our fees will need to be updated appropriately.

We appreciate your confidence in us. To affirm that this letter correctly summarizes your understanding of the arrangements for this work, please sign below.

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Taxpayer Signature Taxpayer Name Date

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Spouse Signature Spouse Name Date

**Privacy Policy**

The nature of our work requires us to collect certain nonpublic personal information about you from various sources. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission. Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to any third party without your express permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access. Please contact us with any questions regarding our privacy policy.