

Washington CPA SERVICES, LLC



**365 Canal Street #2810
New Orleans, LA 70130**

TAX REPRESENTATION ENGAGEMENT LETTER

Dear Client:

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

Scope of work

We will represent you before the Internal Revenue Service (IRS) or a specific state agency (as indicated here _____) for the tax years _____ to determine the necessary steps to resolve your tax matter. In order to start this engagement, please complete and sign the POA form. We will utilize this form to notify the tax agency that we are your authorized representative. In addition, please sign a copy of this letter and pay the required retainer to start the process. The invoice has been sent to you separately. Please upload [these documents here](#).

Our services will include the following:

- We will submit the signed representation letter to the IRS and/or state;
- We will retrieve your account information from the agency for the years regarding the tax matter;
- We will determine your current tax liability, penalties assessed and interest;
- We will request for the removal of any penalties that may be abated during our first initial point of contact with the IRS; any penalties that are not removed at that time will be discussed with you and may require an additional engagement; and
- We will consult with you to determine the best tax remedy to reduce your current tax liability and any additional fees to provide recommended and additional services.

Your responsibilities

It is your responsibility to provide all the information required for the engagement. Information needed to complete the engagement should be submitted in a timely manner.

If our company does not receive the necessary documents within sixty (60) calendar days of the signing of this letter, the client will forfeit all funds and deposits collected with this engagement. This engagement is considered null and void.

Our fees for services

Please note this retainer fee is nonrefundable and required for the initial appointment and summary assessment report. Our summary assessment will outline any additional services and fees to continue to represent your further and reduce/eliminate the tax liability.

In the case where permissible by the Internal Revenue Service (IRS) and Circular 230, a contingent fee of 3% of any tax savings will be billed to your account and due upon presentation. This amount is an additional amount due to any billable hours charged. Payments not made within thirty (30) days of the submission of the invoice will be subject to a three (3%) percent late fee. Payments not received within sixty (60) days will be forwarded to the collection agency.

If the preceding fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to our office. We want to express our appreciation for this opportunity to work with you.

Thanks and God bless for your confidence in our firm.

Sincerely yours,



Ms. Kemberley Washington, CPA
CEO, Washington CPA Services, LLC

Acknowledged:

Client Name (Print) Date

Client Signature