



Engagement Letter for Audit Consultation and Representation Services

Client(s) Name: _____

This letter confirms the terms of our tax audit engagement and clarifies the nature and extent of the professional services that we will provide.

Audit Consultation and Representation: We will provide services related to the following Audit Issue / Correspondence:

IRS / State Notice(s) _____ Issue(s) _____
Federal - Tax Year(s) _____ State(s) / Tax Year(s) _____

This engagement pertains only to the listed notices and tax year(s), and our responsibilities do not include any other audit issues that may exist or notices from other government agencies. Our services are not intended to determine whether you have audit issues in other jurisdictions than the one(s) you have informed us of.

You agree to furnish all information that is necessary for the preparation of a response to the above audit notices. We recommend that you provide photocopies or digital copies of all tax documents and audit notices to prevent any loss of data. Fox Valley Tax Solutions will not be responsible for lost originals. Fox Valley Tax Solutions conducts business via the U.S. Postal Service unless you request otherwise, and will not be responsible for any lost or stolen documents. You understand that it may not be possible to avoid additional tax liability without the proper documentation relating to items under audit.

Fees & Payment: Our fees for this work will be based upon the type and complexity of your audit, time required, as well as out-of-pocket costs, travel, and processing and handling fees. Audit consultations and representation are billed at \$150 to \$200 /hr. depending upon the issues involved. If you request an estimate, we will give you a non-binding estimate based upon your specific audit situation. We make every effort to hold fees to the amount of your estimate. Because unforeseen or changed circumstances might affect this original fee estimate, your actual fees may exceed the original fee estimate. It is our policy to notify you as soon as practical when the fees exceed the original fee estimate.

Fox Valley Tax Solutions will normally ask for a retainer before services begin. If the cost of consultation or representation is expected to exceed the retainer, the difference must be paid before any additional services are rendered. Any excess will be refunded. If a retainer or additional fees are required but not paid, services will be terminated. If a retainer is not required, we require payment at the end of the engagement.

Liability: You agree that Fox Valley Tax Solutions' liability hereunder for damages, unless caused by our gross negligence or willful misconduct, shall not exceed the total amount paid for the services described herein. This shall be your exclusive remedy. It is understood that fees for Audit Consultation and Representation in no way guarantee that an audit will be settled or issue resolved in the client's favor or in any predetermined outcome.

Document Retention: It is our policy to retain work papers related to this engagement for seven years. Upon the expiration of the seven-year period, you agree that we shall be free to destroy our work papers. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies. You should

