

Representation with state tax audit

[DATE]

[CLIENT]  
[CLIENT ADDRESS]

Re: [YEAR][TAX RETURN]

Dear [CLIENT]:

This confirms that you have engaged us in connection with the [STATE] audit of your [TAX YEAR][TAX RETURN].

Specifically, we will:

1. Evaluate your records and prepare a response to the state tax authorities;
2. Respond to the state tax representatives to determine the scope and timing of the audit;
3. Communicate with the state tax representatives on your behalf to resolve the tax controversy.

This engagement covers only these tax returns and tax years. The fee for services is [AMOUNT]/[HOURLY FEE and FEE SCHEDULE].

This letter and the related policies, procedures and practices, which are incorporated into this letter, are intended to prevent any misunderstandings. Please read it carefully and confirm your agreement by entering your initials where indicated. We require an advance fee deposit of [AMOUNT]. Please enter your payment information to pay the advance fee and check the box to sign this agreement.

Please call or email our office if you would like to discuss this further. It is our pleasure to assist you with your tax affairs and we look forward to our working together.

Sincerely,

[ACCOUNTANT]  
[ACCOUNTING FIRM]

Executed [DATE] by [CLIENT]  
(Agreement on file)