

What will this service do for me?

We agree to be your legal representative and represent you to the best of our ability within the law before the Examination Division of the Internal Revenue Service (IRS) and/or the State of Indiana on any audit of this tax return, at no additional charge.

What are my obligations if I accept this service?

You agree to provide us with (1) all the evidence requested by IRS, and (2) provide it to us in an organized manner that is acceptable to the IRS, and (3) provide it to us in a timely manner at least ten (10) business days prior to any audit appointment or mail-in date. We reserve the right to cancel this coverage and refund your fee if (1) you are unwilling or unable to satisfy any of the above obligations or (2) you communicate directly with the IRS at anytime during the audit process. Since the evidence you have is so crucial, there can never be any guarantee of results, and if additional tax is assessed, it is the sole obligation of the taxpayer.

What does this service cost to have us personally represent you through an audit?

- \$15** all individual tax returns that do not contain a Form 2106, Schedules C, E, or F.
- \$35** all individual tax returns containing any of the following:
 - (1) Form 2106 is for anyone with employee business expenses
 - (2) Schedule C is for anyone with a self-employed business
 - (3) Schedule E is for anyone with rental activity (Schedule K-1 activity is not covered)
 - (4) Schedule F is for anyone with farming activity

For Tax Year _____

Optional "Audit Guard®" Coverage

**this is optional, but if you receive an audit letter,
then what?**

Our tax preparation work has been and always will be guaranteed, but your tax preparation fee has never included our licensed and personal representation at a face to face audit or handling and preparing the documentation requested for a mail-in audit.

We are licensed by the federal government to legally represent you at any audit and through any appeals process. If you wanted us to represent you, there has always been an additional fee for that service.

Without this coverage, if you ever get that dreaded audit letter from IRS, there are three choices. You could hire us to handle the entire audit for you, you could hire any other licensed person to personally represent you, or you could handle it yourself. If you choose to hire us, for a face to face audit, we will personally appear in your place so you won't ever have to face them. For a mail-in audit, we will conduct the entire audit so you won't ever have to deal with them. If you choose to do it yourself, we will be glad to instruct you how to prepare for whatever was requested. The audit letter will explain exactly what IRS wants.

If you decide to handle the audit yourself, and some do, we will not be able to intervene once you've talked to or met with the IRS for any reason about anything. IRS agents are trained to PROBE and record everything, so even the most innocent conversation could be detrimental to your audit. Once something is said or done, it's simply impossible to undo.

Please

Sign to **Accept:** _____ (Audit Guard® coverage provided only when signed)

or

Initial to **Decline:** _____ I understand that if I am audited, I will either represent myself, engage you to represent me at your customary hourly rate, or engage another Enrolled Agent, CPA, or Attorney to represent me.

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