

**JANSSEN ACCOUNTING & TAX SERVICE, INC.**  
321 W. FULTON ST., P.O. BOX 288  
WAUPACA, WI 54981

Tax Audit Representation Service Engagement Letter  
2009 Income Tax Return (Federal Form 1040 and Wisconsin Form 1)

We are pleased to confirm our mutual understanding of the arrangements for Tax Audit Representation Service. This letter confirms the scope and the terms under which we have agreed to sell you Tax Audit Representation Service. Please read this letter carefully because it is important to both our firm and you that you understand what you can and cannot expect from this service. In other words, we want you to know the limitations of these services. If you are confused at all by this letter or believe we have misunderstood what you are asking for, please call to discuss this letter before you sign it.

Tax Audit Representation Service includes the following services:

1. Responding to Internal Revenue Service or Wisconsin Department of Revenue Notices as it pertains to the Income Tax Return associated with this agreement. This includes reviewing the notice, determining the appropriate course of action to resolve the issue, drafting a response in writing or contacting the tax authority via other means if appropriate. Compiling information and/or documentation for a response is the responsibility of the client. We will assist the client with these activities if requested and will charge our normal hourly rate for this service.
2. Representation before the Internal Revenue Service or Wisconsin Department of Revenue in the event of an audit relating to the Income Tax Return associated with this agreement. This includes meeting with the auditor, reviewing and presenting information or documentation to the auditor if requested, correspondence with auditor, reviewing proposed adjustments with the auditor and client. Compiling information and/or documentation for the audit is the responsibility of the client. We will assist the client with these activities if requested and will charge our normal hourly rate for this service.

Tax Audit Representation Service does not apply to an audit that goes to any Appeals Department or to Tax Court. We will assist the client with an audit that goes to an Appeals Department if requested and will charge our normal hourly rate for this service.

In recognition of the relative risks and benefits of this agreement to both the client and the accounting firm, the client and the accounting firm have discussed and have agreed on the fair allocation of risk between them. As such, the client agrees, to the fullest extent permitted by law, to limit the liability of the accounting firm to the client for any and all claims, losses, costs, and damages of any nature whatsoever, so that the total aggregate liability of the accounting firm to the client shall not exceed the accounting firm's total fee for services rendered under this agreement. The client and the accounting firm intend and agree that this limitation apply to any and all liability or cause of action against the accounting firm, however alleged or arising, unless otherwise prohibited by law. Both parties agree that there is a one-year limitation period to bring a claim against us for errors and omissions. The one-year period will begin upon the date of the issuance of a notice of adjustment or a notice of a no-change audit from the taxing authority.

We appreciate the opportunity to serve you. Please date and sign the enclosed copy of this letter to acknowledge your agreement with and acceptance of your responsibilities and the terms of this engagement. If any provision of this agreement is declared invalid or unenforceable, no other provision of this agreement is affected and all other provisions remain in full force and effect.

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

## TAX AUDIT REPRESENTATION SERVICE



**None of us want to deal with a tax audit. But if you have to; have the confidence and comfort that Janssen Accounting & Tax Service, Inc. will represent you.**

Janssen Accounting & Tax Service, Inc. has been servicing the community for over 29 years. During the years we have always provided the highest level of professional service. We will gladly respond to tax notices or represent you in the case of an audit; whether or not you choose to purchase Tax Audit Representation Service. However we offer a way for you to limit the cost of these services.

If you choose to take advantage of this service you will receive the following:

- If you receive notices from the Internal Revenue Service or the Wisconsin Department of Revenue regarding your tax returns, you can bring, mail, or fax them to us and we will respond to them on your behalf.
- If the Internal Revenue Service or the Wisconsin Department of Revenue choose to **audit** your 2009 Individual Income Tax Return, our fee to represent you during the audit starts at about \$1,500 per audit. However, if you purchase our **Tax Audit Representation Service**, our firm will represent you at no additional cost. This service includes reviewing necessary records for the audit, meeting with the auditor and reviewing the proposed adjustments with the auditor and client (See Tax Audit Representation Service Engagement Letter on back for details). This service does not include audits that go to the Appeals Department or Tax Court.

You will need to make the decision to buy the **Tax Audit Representation Service** and pay for it upon completion of your 2009 Tax Return. If you would like to take advantage of this service, the fees are as follows:

<u>Fee</u>	<u>If your 2009 Tax Prep Fee is</u>
\$25.00	\$0.00-250.00
\$40.00	\$255.00-500.00
\$60.00	\$Over \$500.00

If you have further questions concerning this option, please ask us

The Staff of *Janssen Accounting & Tax Service, Inc.*