David Collins

Tax Defense Network Affiliated Partner

**DAY & DATE**

**CLIENT NAME**

**CLIENT STREET**

**CLIENT CITY STATE ZIP**

**CLIENT NAME,**

First, I want to thank you for choosing Tax Defense Network as your licensed representative; it has been a pleasure assisting you in this matter and we wish you success in all future endeavors. If you have any questions regarding the outcome of your case please do not hesitate to contact Tax Defense Network. Please find below the detailed terms and conditions of your resolution:

* Offer in Compromise - Doubt as to Collectability: **$$$$$**, less the **$$$$$** already paid, leaving a remaining balance due of **$$$$$**, is the accepted offer to settle the total tax balance totaling **$$$$$**.
* Monthly payments of **PAYMENTAMOUNT which will begin PAYMENTSTARTDATE** and will continue for **REMAININGMONTHS** more months are due by the **PAYMENTDAY** of each following month (total of **TOTALPAYMENTS** payments).
* All tax debt is included in the offer: **SERVICESPROVIDED**.
* You will receive a letter from the IRS explaining this agreement within 7 to 10 business days.
* Monthly payments will be mailed to the address provided on the written correspondence received from the IRS formally approving the OIC.
* You should mail your payments no later than 10 days prior to the due date to allow for proper processing.
* **Your checks should be made out to United States Department of Treasury. Include your name, SSN, and the phrase “OIC Payment” on the memo line of the check.**
* All federal tax liens will be released when the offer amount is paid in full. You will receive notice of the federal tax lien releases within 120 days of the last payment.
* Failure to make payments on this agreement or owing in future years resulting in default may cause the IRS to conduct collection activity, including levy of bank accounts, garnishment of wages, and filing of federal tax liens.
* If the offer payments are not made timely or in full the Offer acceptance will be revoked and the entire tax liability will enter collections.
* **All tax returns must be filed and paid on time for the next five years or the offer will be revoked. Thus, if a tax return is filed late or with a balance prior to DEADLINE the offer will be revoked and the entire liability will remain.**

Tax Defense Network will keep your Power of Attorney on file for about 45 days to ensure your agreement is a success. Thereafter, your Power of Attorney will be revoked per ethical and professional regulations. You will receive notice from the IRS upon revocation of your Power of Attorney.

Again, let me thank you for the opportunity to assist you in this matter, and if you or anyone you know has a problem in the future, please contact us and we would gladly be of assistance.

Sincerely,

David Collins