PartnerName

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:

The terms and conditions of your agreement are outlined below.

* Monthly payments of **[IA Amount]** per month to begin **[Date of 1st Payment]** and on the **[Day of Month]** of each month thereafter.
* **[Include any relevant information that is specific to the state]**
* You will receive correspondence from the **STATE DOR** explaining the terms and conditions of this agreement within the next 7-10 days. Follow the terms of the agreement as expressed in the letter from **STATE DOR**.
* Payment instructions will be included in the correspondence as well.
* Alternative methods of payment are available and will be listed on your agreement letter.
* You can made additional payments at any time without penalty. Payments above and beyond the required monthly payment will be applied directly to the principal but will not reduce the amount of the monthly installment agreement payment.
* You are advised to change your withholdings or file quarterly estimated taxes (1099 income) so you do not owe in the future. Any state tax debt required during payoff period that is not fully paid by that year’s tax return deadline will be considered a default by the **STATE DOR**.
* Failure to make payments on this agreement or owing in the future years resulting in default may cause the **STATE DOR** to conduct collection activity, including levy of bank accounts and garnishment of wages.
* **STATE DOR** will file tax liens on your balances due as standard procedure if they have not already done so. The liens will remain in place until the Statute of Limitations expires or the debt is paid in full.

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.

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.

Regards,

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| --- | --- |
| PartnerName |  |
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