



474 Ravines Drive Stone Mountain, GA 30087
www.rhemabusinessandtax.com service@rhemabusinessandtax.com
Phone: 404-884-6316

Acceptance Agent Agreement

Individual Taxpayer Identification Number (ITIN) Certified Acceptance Agent Service Agreement (the "Agreement")

1. Scope. Rhema Business and Tax Services, Inc (hereafter, "RBTS") agrees to provide services to the below named individual (the "Client") in order to submit an application for an Individual Taxpayer Identification Number (ITIN) to the Internal Revenue Service (the "IRS").

2. Limitations. The service described above in paragraph one (1) is an administrative service provided to the Client and is not a legal representation. Because the information provided by the Client will be sent to the IRS for processing the ITIN application, the Client's information submitted to the IRS is not protected by the Attorney-Client Privilege. RBTS cannot control the time it takes for the IRS to process an ITIN application. Issuance of an ITIN is at the sole discretion of the IRS. Should the Client desire any service other than those which are described in paragraph one (1), a separate Agreement for legal services and Retainer is required.

3. No Guarantee of Outcome. Nothing in this Agreement and nothing in RBTS's statements to Client will be construed as a promise or guarantee about the outcome of the application.

4. Client Responsibilities. Client agrees to present or obtain all documents necessary for processing the ITIN in a timely manner. Client agrees that all

documents and information submitted are legitimate, to the best of the Client's knowledge.

5. Fees. Client agrees to pay RBTS a fee of \$350.00 for the services rendered in paragraph one (1). The fee covers the services in paragraph one (1) which includes: a brief in-person meeting to obtain and verify the Client's documents; assisting the Client with filling in Form W-7; a reasonable amount of postage not to exceed \$25.00; a reasonable amount of copying, printing, and data storage; communication by phone or e-mail to obtain information from the Client and discuss the results of the application. The Fee mentioned in paragraph five (5) must be paid in advance of any services rendered.

6. Discharge and Withdrawal. Client may discharge RBTS at any time. RBTS may withdraw from the Agreement with Client's consent or for good cause. Good cause includes Client's breach of this Agreement, refusal to cooperate or follow RBTS's advice on a material matter or any fact or circumstance that would render RBTS's continuing service unlawful or unethical.

7. Arbitration. If a dispute arises between RBTS and Client regarding this Agreement, Client agrees to have the dispute resolved by entering into arbitration through and independent individual or attorney. Information about the arbitration process and a copy of arbitration rules for the State of Georgia will be made available to the client at the time the dispute goes to arbitration.

IN WITNESS WHEREOF:

RBTS and the Client enter into this agreement on this _____ day of _____, 20__

_____ Client

_____ Signature For RBTS: