



Tax Resolution Process Overview

www.howardtaxprep.com 855-743-5765

How does tax resolution work?

Phase I. Discovery

- File IRS Power of Attorney

This research allows us to:

- Determine the status of collections action against you.
- Verify the validity of the tax debt itself.
- Determine what tax returns needs to be prepared.
- Advise you on the best resolution options.
- Identify any opportunities for filling Appeals.
- Separate out tax, penalties, and interest.
- Determine where you sit within the IRS collections cycle, so that we can then break that cycle.
- Advise you on how to prevent accumulating more taxliabilities.

Phase II. Compliance

- File all missing tax returns and amendments

Phase III. Resolution

- Complete Collection Information Statement
- Determine eligibility for resolution programs

It is helpful to think of tax resolution as a very similar process to applying for a mortgage loan. In essence, you're applying for a government loan to pay back some or all of your tax debt. You will need to provide much of the same financial information to us as you would to a bank.

Begin making any required tax payments for THIS quarter.

Demonstrate lack of financial alternatives, such as by applying for loans and obtaining loan denial letters.

Apply for and negotiate best resolution option (installment agreement, reduced settlement, non-collectible status, etc.).

Request reduction of penalties if you meet reasonable cause criteria.

Concurrently, with the above process, we may also need to:

- Obtain the release of wage garnishments and levies.
- File various types of administrative Appeals to stop collections actions against you.
- Negotiate the release of certain property from the tax lien.



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TAX RESOLUTION PROCESS

Our Tax Resolution Process

1. Initial Phone Consultation

We first need to have a clear understanding of your current situation to determine if we are able to assist you. We only take cases where we can truly make a difference.

****Phase One****

Phase One is for "Discovery, Analysis & Evaluation" to determine exactly what IRS issues you are having. Includes: Comprehensive Tax Analysis Report & Plan of Action for \$295 per person.

**** Click on the [PDF link](#) at the bottom of this page to view our sample report.*

2. Discovery, Analysis & Evaluation \$295-\$590 **YOU ARE HERE.** (Please allow up to 3 weeks)

Once we have received: Power of Attorney, and our POA is active we will then pull your IRS tax transcripts from the IRS for the years we have Power of Attorney access and create your Tax Analysis Report. We will determine your IRS Tax Issues and the best resolution by using this information along with any information you have already provided to us. This process takes approximately 3 weeks to complete.

3. Financial Analysis \$495 (Please allow up to 3 weeks).

Federal and state tax debt solutions are based upon a client's personal financial situation, which makes every solution different. For Federal tax debt over \$24,000 and state tax debt over \$4,900, Howard Tax Prep LLC performs an in depth financial analysis that includes your credit report, court record search, a summary of debt owed, calculation of available credit, trade account pay off dates, value of real property, value of retirement accounts, bank statement analysis, and analysis of necessary monthly expenses.

****Phase Two. Compliance****

4. Compliance includes bookkeeping (if required) and the filing of any missing tax returns (Processing time varies between 2-12 weeks). A 50% deposit is required upfront for us to start working on any missing tax returns.



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Payment plans, penalty waivers, or settlements can only be done if you currently comply with the IRS and state (if you have a state issue) filing requirements. If you are self-employed, this includes paying your quarterly estimated taxes! We will work with you to prepare your tax returns or work with your firm of choice. Either way, upon notification that you need to file **4.)** certain tax returns, it is imperative that you get the tax returns prepared immediately so that we can continue negotiating on your behalf. We cannot proceed with resolution services until all required tax returns are completed and filed.

5. Engagement (Hiring) Process to resolve tax debt. 30%-50% of representation cost (cost varies depending on service and debt owed) retainer. -Representation cost range between \$395-\$10,000.

This form is a required disclosure statement stating what our responsibility is with your tax information and what yours is. This letter will clearly outline the scope of our work and costs involved. Please do not become alarmed by some of the wording. We will answer any of your concerns at the appointment. Once we have received a signed Engagement Letter and Retainer we will contact the collections department to request a stay on collections.

6. Strategic Planning

Tax resolution collections is not a cut-and-dry process. As professionals, we have proprietary methods that we use to minimize our client's liability and maximize resolution options. After performing your financial analysis, we plan to get you the best IRS (and state if applicable) debt resolution before moving to **Phase Two**.

****Phase Three. Resolution****

7. Implementation (Processing time varies between 2-12 weeks).

Once we have completed all analysis, you are in full compliance, and we agree upon a strategic tax debt plan, we prepare the resolution package for submission to the IRS, and/or state. We will check the status of your plan until your case is complete, and communicate with the IRS on your behalf.

8. Case Management (Processing time varies between 12-52 weeks).

You will be briefed on our negotiations with the IRS throughout the implementation process. If the plan is approved, we will inform of the resolution within 24 hours of proof of receipt. If we need to present the case to appeals or present the package a second time, we will let you know.

***** [CLICK HERE FOR THE SAMPLE PDF ANALYSIS REPORT LINK](#) ******