

# **ACCOUNTABLE PLAN AGREEMENT**

**THIS AGREEMENT** is entered into on the \_\_\_\_ day of \_\_\_\_\_, **20**, by and between:

**Company Name:** \_\_\_\_\_

**Entity Type (Partnership/S-Corporation):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Partner(s)/Shareholder(s):** \_\_\_\_\_

## **1. Purpose**

The Company agrees to reimburse the Partner(s)/Shareholder(s) for home office expenses incurred for business use, as per IRS regulations.

## **2. Eligibility**

Reimbursement is available for home office expenses when:

- The space is used **exclusively** and **regularly** for business.
- The home office is the **principal place of business**.
- All expenses are substantiated with documentation.

## **3. Substantiation & Payment**

Expenses must be submitted within **60 days** of incurring them, including:

- Proportional rent or mortgage
- Utilities (electricity, water, internet, etc.)
- Repairs/maintenance for the office space

Reimbursements will be made within **30 days** after submission of proper documentation.

## **4. Amendments & Termination**

This agreement may be amended in writing and can be terminated by either party with **30 days' written notice**.

## **Signatures**

**Partner/Shareholder Signature:** \_\_\_\_\_

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

**Company Representative Signature:** \_\_\_\_\_

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