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

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: _____