

Business Accounting/Tax Engagement Checklist _____ 年记账报税签收认证清单

****Please upload copies of tax forms received and supporting documents 请根据需要上载政府表格和详细信息的副本****

To Secure Tax Document Upload Site <https://www.dropbox.com/request/YYZDV1BZqUJYBXtkfHsi> 文件上载链接, 密码是变化的
<https://www.youtube.com/channel/UCHbK0AemoBKDvbMvJFd3cDA> Explanation on YouTube channel

- ☐ Business Name 客户名字: _____ ☐ Certificate Date 成立日 _____ ☐ EIN 税号 _____
☐ Mailing/Business Address 地址 _____ ☐ Tele 电话: _____ ☐ Email 邮件: _____
☐ Owner Name 负责人/公司名字: _____ Ownership % _____ ☐ DOB 生日 _____ ☐ SSN 社安号/ EIN 税号 _____
 ** copy of a Driver License or passport for BOI reporting
☐ Other Owner Name 负责人公司名字: _____ ☐ DOB 生日 _____ ☐ SSN 社安号/ EIN 税号 _____
☐ Other Owner Name 负责人公司名字: _____ ☐ DOB 生日 _____ ☐ SSN 社安号/ EIN 税号 _____

- ☐ Bank for tax payment, refund, preparation fee (交税, 返税, 报税费用银行信息) Bank Name: _____ Rt _____ Acct _____

1. ☐ Authorize ACH payment for retainer and preparation fee 授权 ACH 支付聘用费和准备费

☐ Compliance/Operations

1. Signed Engagement Letter 签署合约
2. Annual Report (All States) 年度报告 (所有州)
3. Payroll Reports: ☐ W2/W3 ☐ 941 ☐ 940 ☐ States 州 ☐ 1099/1096 薪资报告
4. State Sales Tax Report 州销售税报告
5. State Certificate of Incorporation/Formation/Foreign registration/Authority 各州公司注册/组建/外国注册/授权证书
6. Operation Agreement/Legal Documents 经营协议/法律文件

☐ Bookkeeping engagement 记账合约

1. Bank Statements 银行对账单
2. Credit Card Statements 信用卡账单
3. Investment Account Statements 投资账户报表

☐ Tax engagement 报税合约 (If we do the bookkeeping, you don't need to provide the following 如果我们做记账, 您不需要提供以下信息)

1. Profit and Loss Statement 损益表
2. Balance Sheet 资产负债表
3. General Ledger 明细总账

☐ Oversea/Foreign 美国境外信息

- ☐ Account 国外银行和保险户头 _____ 个。请提供账号, 金融机构名字, 地址, 年内最高值, 年终额 (**Details in FBAR form)
☐ Foreign Subsidiaries/Affiliates 境外子/关联公司 _____ 家。请提供各家公司资产表和盈利表
☐ Foreign Owner/Investor 外国投资人/公司 _____ 家。请提供各家公司关系 _____

☐ Tax paid 已交税

- ☐ Estimated Tax Payments (自己付税款) IRS/State(s): 4/15 前 _____ 6/15 前 _____ 9/15 前 _____ 12/15 前 _____ Extension _____
☐ IRS/State letters received during the year 国税和州税局的来信

☐ Other Income, Deduction or Note to CINDIE 其他收入费用和让我们注意的事项 _____

☐ Prior 2-year tax 之前 2 年的纳税申报表去年税表(若新客户, 请提供) _____

☐ Retainer \$550 tax only/ \$1000 tax&bookkeeping ☐ Acknowledgement of appendix A and B

☐ Payment Method 支付方式: 1) Zelle to 'CPGpay' 2) Check to 'Cindie US LLC' 3) ACH via Bank above

By providing the tax document to CINDIE, even if without signature below, I acknowledge that, all the information provided in this questionnaire or tax documents to is true and accurate to the best of my knowledge, my acceptance to the contents of the appendix A and appendix B. 尽我所有认知, 所有在这份问卷中, 或提供的税务信息是真实准确的, 和接受附件 A 和附件 B 的条款。

X _____

Client Responsible Party Name 签字人名字

Signature

客户签字

Date 日期

Appendix A: CPG/CINDIE LLC Income Tax Return Engagement Letter

Dear Client,

CPG/Cindie LLC is pleased to provide you with the professional services described below. This letter is to confirm and specify the terms our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to conform the following arrangements.

We will prepare your federal and your requested state income tax returns from information that you will furnish to us. We will not audit or otherwise verify the data you submit, although we may need to ask you for clarification of some of the information.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, canceled checks and other data that form the basis of income and deduction. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. The client has the responsibility of keeping a copy record of all filed tax document that are sent to clients. We will keep our related records for maximum three years. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign the approval form for efilng.

We prepare all the schedules based on what you provided in this file. Unless otherwise advised, you confirm that expenses such as meals, travel, entertainment, vehicle use, gifts, and related expenses for your business are supported by necessary records required by the Internal Revenue Service.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist. However, should we find any irregularities or unusual items we will bring them to your attention. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns and additional fees will apply for the work performed on accounting and bookkeeping assistance.

We will use professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount of the circumstances of these penalties, please contact us.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights appeal. In the event of such governmental tax examination, we will be available, upon request, to represent you under a separate engagement letter for that representation and will render additional invoices for the time and expenses incurred. You also agree with contents and terms in the attached Appendix B.

Our fee for these services will be based upon the complexity of the issues and the time required performing the services. Additionally, this fee is dependent on the availability, quality, and completeness of your records. *Standard hourly rate will be applied in the events where consultation works are needed regarding to any 3rd Party inquiries.

Presently the fee for the preparation of your current tax returns is \$880+ We request retainer deposit on all returns upon receiving all the information. The balances on all invoices are due and payable upon delivery.

The filing deadline for the tax return is March 15 or April 15, for your business tax return. In order to meet this filing deadline, the information needed to complete the tax return should be received in this office no later than March 1. Extension will have to be filed for information received after this date. We reserve the right to withdraw from this engagement without completing the returns if you fail to comply with the terms of this engagement letter.

You agree that any dispute (other than our efforts to collect an outstanding invoice) that may arise regarding the meaning, performance or enforcement of this engagement or any prior engagement that we have performed for you, will, prior to resorting to litigation, be submitted to mediation, and that the parties will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement. Any mediation initiated as a result of this engagement shall be administered within the County of Middlesex County, according to its mediation rules, and any ensuing litigation shall be conducted within said county, according to New Jersey law. The results of any such mediation shall be binding only upon agreement of each party to be bound. The participating parties shall share the costs of any mediation proceeding equally.

Any litigation arising out of this engagement, except actions by us to enforce payment of our professional invoices, must be filed within one year from the completion of the engagement, notwithstanding any statutory provision to the contrary. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties.

If an extension of the time is required, any tax that may be due with this return must be paid with that extension. Any amounts not paid by the filing deadline may be subject to interest and late payment penalties.

If the forgoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to our office. We want to express our appreciation for this opportunity to work with you.

Corporate Transparency Act/Beneficial Ownership Reporting -Assisting you with your compliance with the Corporate Transparency Act ("CTA"), including beneficial ownership information ("BOI") reporting, is not within the scope of this engagement. You have sole responsibility for your compliance with the CTA, including its BOI reporting requirements and the collection of relevant ownership information. We shall have no liability resulting from your failure to comply with the CTA. Information regarding the BOI reporting requirements can be found at fincen.gov/boi. Consider consulting with legal counsel if you have questions regarding the applicability of the CTA's reporting requirements and issues surrounding the collection of relevant ownership information.

Please note:

*We will need both full preparation fee payment invoiced with the tax return and signed F8879 to file your return.

*We will send you the accepted notice every Friday along with a copy of your final return ONLY 1 time without a charge (\$5 per additional request) We are not responsible for the issues related to the refund or payment from/to the IRS or state government. You may find mitigation instructions on our website or relevant gov't sites.

In the case that this letter is not signed but you didn't raise concerns with all the terms above, we assumed you agree with all the terms above.

Very truly yours,

CPG/Cindie LLC

Accepted By Client: Acknowledgement and Signature on the 1st page

Appendix B: CPG/CINDIE LLC**Client Tax Preparation Acknowledgement**

Name of Individual Client and/or Business: (Same as what's on the 1st page)

Tax Form(s): all relevant forms

Tax Year: The same as the 1st page

To protect you, the Client, CPG/CINDIE LLC follows accepted ethical procedures as specified by the Internal Revenue Code and/or applicable guidelines governing the conduct of professional tax preparers. After reading each statement below carefully, please acknowledge your acceptance by signing the bottom of this form (or the cover page).

Review of Returns: The specified income tax returns have been prepared for me and/or my business at my direction by CPG/CINDIE LLC. I have reviewed the completed returns, understand their contents, and have received a copy of the returns.

Documentation: I realize it is my responsibility to include in my files all documentation necessary to substantiate all income, deductions, and credits reflected on the returns for at least 3 years.

Accuracy of Information: All information on these returns is true and accurate according to the information furnished by me to CPG/CINDIE LLC. Nothing has been added or deleted by the preparer that would understate my tax liability.

Reporting of Income: All taxable income has been reported, including any bartering, any partnership interests, any sales of business or personal assets, and all interest and dividend income from all sources.

Prior Adjustments: I have informed my tax preparer of any adjustments or correspondence between any taxing authority and me and/or my business during the past years.

Written Records: I have been informed that I must have adequate written records for all deductions and specifically for:

- Any travel or entertainment
- Any business use of a vehicle
- Any business use of "listed property"
- Any non-cash contributions to charity

Tax Law Application: I understand my professional tax preparer has based the entries on these returns according to present laws, regulations, and other applicable authority. I understand that tax law and its interpretation is subject to continual change and therefore the rules and principles followed in the preparation of these returns may not be applicable for any other tax year.

LIMITATION OF LIABILITY AND INDEMNIFICATION

Limitation of Damages: To the fullest extent permitted by law, the total liability of CPG/CINDIE LLC, its partners, employees, and agents, for any claims, damages, or liabilities arising out of or relating to this engagement—whether in contract, tort (including negligence), or otherwise—shall be strictly limited to the total fees actually paid by the Client to CINDIE LLC for the specific services giving rise to the claim.

No Consequential Damages: In no event shall CPG/CINDIE LLC be liable for any indirect, special, incidental, consequential, punitive, or exemplary damages, including but not limited to lost profits, loss of revenue, lost business opportunities, or loss of data, even if CINDIE LLC has been advised of the possibility of such damages.

General Indemnification: The Client agrees to indemnify, defend, and hold CPG/CINDIE LLC harmless from and against any and all loss, liability, damage, cost, or expense (including reasonable legal fees) arising out of any incorrect, incomplete, or misleading information provided by the Client, or the Client's failure to adhere to the terms of this engagement.

Accepted By Client: Acknowledgement and Signature on the 1st page