

Individual Tax Filing Checklist 年报税签收认证和清单

****Please upload copies of all tax forms and supporting documents 请根据需要, 上传政府表格和详细信息的副本****

To Secure Tax Document Upload Site <https://www.dropbox.com/request/YYZDV1BZqUJYBtkfHsi> 文件上载链接, 密码是变化的
<https://www.youtube.com/channel/UCHbk0AemoBKDvbMvJFd3cDA> Explanation on YouTube channel

☐ Client Name 客户名字: _____ ☐ DOB 生日 _____ ☐ SSN 社安号 _____
☐ Family Members and relation 家属名字 _____ 关系: _____ ☐ DOB 生日 _____ ☐ SSN 社安号 _____
☐ Family Members and relation 家属名字 _____ 关系: _____ ☐ DOB 生日 _____ ☐ SSN 社安号 _____
☐ Family Members and relation 家属名字 _____ 关系: _____ ☐ DOB 生日 _____ ☐ SSN 社安号 _____
☐ Address 地址 _____ ☐ Married 已婚 ☐ Single 单身 Tele 电话: _____ Email: _____

☐ Income and copies of forms 各种收入和报表 (Need to attach copies of the supporting documents 需附上扫描原件)

1. ☐ W-2 form 工资及各种收入: Person 1 _____ Person 2 _____
2. ☐ Foreign Income 各种境外收入 _____ tax paid 税款 _____ foreign employer name, address 外国雇主名称、地址) _____
3. ☐ 1099NEC 合同工收入公司收入和支出 (** Detailed Excel table) _____
4. ☐ 1099Misc Rental 房产租赁收入和支出 (** Detailed Excel table) _____ ☐ 1099 S if sold 房屋买卖 _____
5. ☐ K-1-F1065 合作伙伴公司收入 _____ 1120S S-公司收入 _____
6. ☐ 1099Int 利息 & 1099 Div 股息 (Need a list of banks if there is more than 3 statements) _____
7. ☐ 1099B Stock trading reports 股票交易利得和损失报告 _____
8. ☐ 1099K for payment received, 1099SA for HSA, other incomes _____
9. ☐ 1042 and 8805/8804 for non-resident incomes and withholding _____

☐ Deductions 各种扣税项目

1. ☐ Health 医疗: 1095ABC 医疗保险报告 _____ ☐ Medical 医疗 _____
2. ☐ Primary Real Estate Property Tax 自住房地产税 _____ ☐ Primary Residence 1098 自住房屋贷款利息金额 _____
3. ☐ Donation 捐款 Cash _____ Non-Cash _____
4. ☐ Childcare Company EIN/SSN 托儿所信息, 税号 _____ 托儿费用 \$ _____
5. ☐ Education Tuition (1098-T) 学费 _____ 529 Contribution _____
6. ☐ Car information (Mileage, purchase info) 车的里程数 _____ 和电动车购买信息 _____ expenses breakdowns 实际费用明细 _____

☐ Oversea/Foreign 美国境外/或非税务居民证明

☐ 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) in local currency 当地货币
☐ Foreign Company Ownership 境外 公司股权超过 10% _____ 家。请提供各家公司资产表和盈利表 _____ Controlled account 国外银行 _____
☐ Foreigner US staying days in 3 years 美国境内停留天数: _____ 1/6 前年 _____ 1/3 去年 _____ 今年 _____ Visa type _____ date _____

☐ 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 _____ 1/15 前 _____ Extension _____
☐ Copies of W2/8805&8804/1099S/1042 etc. withholdings by 3rd Party 第三者的各种扣税和记录 _____
☐ IRS payment history print-out/State letters received during the year 国税交税记录和州税局的来信 _____

☐ Bank for tax payment, refund, preparation fee (交税, 退税, 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

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

☐ Prior Year Tax Return with Birth Date (若新客户, 请提供) 去年税表 _____

☐ A copy of a Driver License for taxpayer ☐ Acknowledgement of appendix A and B

By providing the tax document to CINDIE, even if without signature below, I acknowledge that, all the information provided in this questionnaire, or any tax documents provided to is true, complete 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。

☐ Retainer 预缴 \$500 with business / \$280 without business * Total fees will be based on forms and re-runs.

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

X _____

Client Signature 客户签字 Date 日期



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

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 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. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign and file them.

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. 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.

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 finccen.gov/boi. Consider consulting with legal counsel if you have questions regarding the applicability of the CTA's reporting requirements to your specific situation.

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. We request the said 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 April 15. 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 28. 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. 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.

Dispute Resolution and Mediation 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. 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.

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.

If the forgoing fairly sets forth your understanding, please sign 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.

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

Appendix B: CPG/CINDIE LLC Client Tax Preparation AcknowledgementName 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 CPG/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 CPG/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