Form M 2023 Income Tax Questionnaire

All questions are for year 2023.	Yes	No
FAMILY & TAXES		
Filing Status: Single/Married filing jointly/Married filing separatly/Head of Household/Qualifying surviving spouse		
I/We have dependent children. Please also fill out **Purple** questionnaire and possibly **Blue** questionnaire	☐	☐
I/We have children who are student age 19 or older on 12-31-2023, or disabled that live with us.	☐	☐
I/We or my dependent have tuition expenses to attend a college or technical school in 2023. (Provide **1098T**)	☐	☐
I/We received alimony, gifts over $17,000 or other Non 1099 income.	☐	☐
I/We have accounts in Canada or other foreign countries over US$10,000? Provide detail if Yes	☐	☐
I/We have transactions (buy, sell, exchange, Receipt) using **Digital Assets**, such as Bitcoin.	☐	☐
I /We sold stocks, bonds, real estate (other than home) or other property.	☐	☐
I/We have or acquired a business, rental property, or an interest in a partnership or corporation.	☐	☐
Also fill out the **Green** Business/Rental questionnaire		
I/We are involved in bankruptcy, foreclosure, repossession or had debt cancellation. (ie. Credit cards)	☐	☐
I/We expect our 2024 income and withholdings to be different than 2023. If yes, why?	☐	☐
I/We made quarterly estimated tax payments. Provide detail	☐	☐
I/We want the 2023 refund applied to the 2024 estimated taxes.	☐	☐
I/We want our refund direct deposited. (Provide a cancelled check) **Please circle** Same or New account	☐	☐
I/We want the balance due to IRS or the state direct debited.**(Provide cancelled check)**	☐	☐
VERMONT AND OTHER STATES		
List everyone that lives in your house ______________________________________	☐	☐
I/We received child support, VA benefits, disability, or gifts over $6,500.	☐	☐
I/We have receipts or other documentation for charitable contributions.	☐	☐
I/We purchased non-taxed items other than clothing. **(Furniture, lawnmowers, personal items, etc)**	☐	☐
If yes, I/we want to pay Use Tax based on the **"Use Tax Table" / actual purchases**. (circle one)	☐	☐
I/We still live in the same home as 2022?	☐	☐
Did you receive FEMA assistance?	☐	☐
Do you have health insurance from ACA market place (government supported plan) Provide **Form 1095A** if yes	☐	☐
Do you have health insurance? **Yes / No** Does your spouse? **Yes / No** Do you have Medicaid? **Yes / No**		
HOMEOWNERS		
I/We **purchased** or **sold** a home. (Circle one) **(Provide closing statement)**	☐	☐
I/We refinanced a mortgage or took a home equity loan that included points. (Provide closing statement)	☐	☐
I/We made energy improvements to our home. (Solar or wind/geo-thermal, doors, windows, etc)	☐	☐
My/Our home was rented out or used for business. **(Fill out Business/Rental questionnaire)**	☐	☐
RETIREMENT		
I/We have personally contributed to a 2023 IRA. **(Not including payroll deduction) Provide document**	☐	☐
I/We want Ark CPA Group Inc to calculate the retirement amount and agree to pay fee $65.00 for the calculation	☐	☐
I/We wish to participate in the Audit and Correspondence Protection Plan. Annually $29 Ask for details	☐	☐

I/We understand that It is my/our responsibility to keep all documents/records related to my/our tax returns.

To the best of my/our knowledge, the information I/we have given is accurate and complete

Taxpayer ______________________________ __/__/2024 Spouse ___________________________________ __/__/2024

Mailing Address:

Email: @ **Telephone:**

Ark CPA Group Inc. 375 East Main Street Newport, VT 05855 802.334.8322 office@arkcpagroup.com

Ark CPA Group Inc.
375 East Main Street
Newport, VT 05855

Client Engagement Letter 2023

Dear Client,

Ark CPA Group Inc. appreciates the opportunity to work with you and advise you regarding your current year income tax return. As prescribed by IRS, and to ensure a complete understanding between us, we want you understand our practices and procedures.

We will prepare your Federal and State income tax returns from information furnished by you. As needed, we will help you with organizational materials or guidance in gathering the needed information. We may ask for face-to-face time with you to assure we understand all information used for a complete and accurate return. We do not tolerate any illegal attempt at tax or information avoidance. When we ask questions or otherwise push for information, it in no way is indicating our mistrust, but is only our attempt to produce the most accurate return on your behalf.

Ark CPA Group Inc. is not responsible for any faults related to your record-keeping systems, but we are able to advise in that area if requested. When apparent, we will inform you of potential problems in your processes. We are available on a fee basis throughout the year for consultation on tax planning, bookkeeping, office procedures and problem solving related to your situation; we firmly suggest you consider these services.

Our fee varies depending on the complexity of your situation, on the organization of your data, and on the forms used to complete the tax return. For most clients, our fee is based on standardized form charges. We may also apply hourly fees if your situation has greater complexity or requires more-than-the-standard processing time. An estimate of our fee is given on request, and we do our best to abide by it. The estimate may not reflect the final cost when unforeseen circumstances arise; we will try to keep you informed of any major change from our estimate.

Payment is due on completion of our services or when you pick up your materials. We accept credit cards but charge a 3% processing fee to cover our cost for this convenience to you.

Your return may be subject to examination by the taxing authorities (IRS and State Tax Departments). In the event of an audit or other correspondence, you may be requested to produce documents, records or other evidence to substantiate items shown on the tax forms. If this occurs, we will represent you if you so desire. However, these additional services are not included in our regular tax preparation fee. Those who participate in our "Audit and Correspondence Protection Plan" (APP) are generally protected from most charges associated with an audit or other correspondence. Ask for details.

Sincerely yours,

Daniel Zheng, CPA, EA

Please sign and return a copy of this Engagement Letter to the preparer to acknowledge that you have read, understand and accept your obligations and responsibilities, and that you understand our responsibilities in preparing your tax returns as explained above. You must also complete and sign our annual Income Tax Questionnaire.

For a joint return, both spouses must sign,

TAXPAYER SIGNATURE ____________________ SPOUSE SIGNATURE ____________________ Date __________