

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

Client Engagement Letter

2025

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, internal control procedure; 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 documents. 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/or 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 the 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 _____

Engagement