

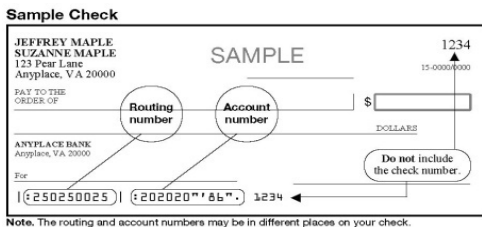
Taxpayer1:		Taxpayer2:	
These questions pertain to calendar year 2011 unless otherwise noted. If married filing jointly, questions apply to both taxpayers.			
Y/N		Y/N	
1)	Did the taxpayer(s) receive income from any of the following sources? Please provide all Forms W-2(s), 1099's, etc., as indicated		
	<input type="checkbox"/> Wages, salaries, tips, etc. (Form W-2)		<input type="checkbox"/> Engage in bartering transaction(s) (1099-B)
	<input type="checkbox"/> Taxable and/or tax exempt interest income (1099-INT)		<input type="checkbox"/> Had cancelled or foreclosed debt (1099-A or 1099-C)
	<input type="checkbox"/> Dividend income (1099-DIV)		<input type="checkbox"/> Received a "Ministerial Housing Allowance"
	<input type="checkbox"/> Taxable refunds, credits, or offsets of state and local income taxes (1099-G)		<input type="checkbox"/> Other miscellaneous income reported on 1099-MISC
	<input type="checkbox"/> Alimony income		<input type="checkbox"/> Disability or sick-pay income not reported on Form W-2
	<input type="checkbox"/> Business income or (loss)		<input type="checkbox"/> Engaged in a home based business, hobby or farm?
	<input type="checkbox"/> Gain or (loss) on Sale of Capital Assets		<input type="checkbox"/> Served on a jury or election board in 2011
	<input type="checkbox"/> Other gains or (losses) (Sale of Business Property)		<input type="checkbox"/> Tips or gratuities not reported on Form W-2
	<input type="checkbox"/> Distributions from IRA(s) and/or Roth IRA(s) (1099-R)		<input type="checkbox"/> Withdrawals from Health Savings Accounts (HSAs)
	<input type="checkbox"/> Distributions from pensions and/or annuities (1099-R)		<input type="checkbox"/> Withdrawals from 529 college savings plan or from a Coverdell Education IRA (1099-Q)
	<input type="checkbox"/> Rental real estate, royalties, partnerships, S-corporations, trusts or estates		<input type="checkbox"/> Scholarships or grants (1098-T)
	<input type="checkbox"/> Farm income or (loss)		<input type="checkbox"/> Engage in online poker or gambling
	<input type="checkbox"/> Unemployment compensation (1099-G)		<input type="checkbox"/> Gambling or lottery winnings reported on W-2G
	<input type="checkbox"/> Social security benefits (1099-SSA)		<input type="checkbox"/> Gambling or lottery winnings not reported on W-2G
			<input type="checkbox"/> Any other income not previously discussed?
2)	Did the taxpayer(s) marital status change in 2011?	Explain:	
3)	Did the taxpayer(s) purchase, refinance, sell or dispose of their principal residence or vacation home in 2011?		
4)	Was the taxpayer(s) personal residence converted to business use or ceased being their personal residence in 2011?		
5)	Did the taxpayer(s) claim the First-Time Homebuyers credit for their personal residence purchased before 11/6/2009 (\$7,500 credit) or after 11/5/2009 and before 5/1/2009 (\$8,000 credit)? Or, claim the Long-Time Homeowners credit (\$6,500) for homes purchased after 11/5/2009 and before 5/1/2010)?		
6)	Is the taxpayer(s) a NON-CUSTODIAL PARENT claiming an exemption(s) for his/her child(ren) pursuant to the custodial parents consent? A FORM 8332 SIGNED BY THE CUSTODIAL PARENT MUST BE PROVIDED PRIOR TO FILING THE NON-CUSTODIAL 2011 1040.		
7)	Did any of the taxpayer(s) dependent children have ANY unearned income in 2011?		
8)	Did the taxpayer(s) convert a Traditional IRA into a Roth IRA in 2010 or 2011? Or, recharacterized his/her converted Roth IRA?		
9)	Were any stock options granted to the taxpayer(s) by his/her employer, or did the taxpayer(s) exercise any stock options in 2011?		
10)	Did the taxpayer(s) invest, transfer assets to, or start a business venture in 2011? Please provide details.		
11)	Did the taxpayer(s) sell, transfer assets from, or cease to operate or participate in any business venture in 2011?		
12)	Did the taxpayer(s) incur any of the following expenses in 2011? Please provide substantiation of the expense(s) claimed.		
	<input type="checkbox"/> Educator expenses (K-12 only)?		<input type="checkbox"/> Paid real estate taxes on your personal residence and/or vacation home, or on other owned property?
	<input type="checkbox"/> Business expenses of reservist, performing artist and fee-based government officials?		<input type="checkbox"/> Paid any other state or local taxes in 2011?
	<input type="checkbox"/> Contribute to Health savings account(s)?		<input type="checkbox"/> Paid mortgage or home equity interest in 2011?
	<input type="checkbox"/> Moving expenses?		<input type="checkbox"/> Contributed to charities in 2011?
	<input type="checkbox"/> Self-employed SEP, SIMPLE and qualified plans?		<input type="checkbox"/> Cash (Less than \$250 per single contribution)
	<input type="checkbox"/> Self-employed health insurance deduction?		<input type="checkbox"/> Household goods or property
	<input type="checkbox"/> Penalty on early withdrawal of savings?		<input type="checkbox"/> Single contribution cash/property \$250 or more
	<input type="checkbox"/> Alimony paid (Divorce decree, name & SSN of payee)		<input type="checkbox"/> Qualified vehicle
	<input type="checkbox"/> Traditional, SEP or Roth IRA contributions in 2011?		<input type="checkbox"/> Other
	<input type="checkbox"/> Student loan interest paid?		<input type="checkbox"/> Casualty and/or theft loss in 2011?
	<input type="checkbox"/> Higher education tuition and fees paid (1099-T)?		<input type="checkbox"/> Out-of-pocket job related expenses?
	<input type="checkbox"/> Domestic production activities expenses?		<input type="checkbox"/> Gambling losses?
	<input type="checkbox"/> Unreimbursed medical expenses?		<input type="checkbox"/> Hobby losses?
	<input type="checkbox"/> Bought a car, boat, airplane or motorcycle in 2011?		<input type="checkbox"/> Other miscellaneous deductible expenses?

13)	Did the taxpayer(s) inherit assets or receive proceeds from life insurance, or enter into a viatical agreement in 2011?
14)	Did the taxpayer(s) have a financial interest or signature or any other authority over a foreign financial account?
15)	Did the taxpayer(s) receive a distribution from, or were you the grantor or, or transferor to a foreign trust?
16)	Did the taxpayer(s) change jobs in 2011? If yes, <input type="checkbox"/> The taxpayer(s) had a 401(K) with his/her previous employer?
17)	Did the taxpayer(s) pay child care costs for a dependent child under the age 13, or costs for caring for a handicapped individual, so the taxpayer(s) could work, attend school, or look for a job?
18)	Did the taxpayer(s) pay for qualified energy efficiency improvements to their personal residence in 2011?
19)	Did the taxpayer(s) pay an individual \$1,700 or more to perform household services during the year, such as baby sitting, cleaning, cooking, gardening? If yes, provide details.
20)	Did the taxpayer(s) make gifts totaling more than \$13,000 to any individual during 2011?
21)	Did the taxpayer(s) received any notices from the Internal Revenue Service or State department of revenue in 2011?
22)	For Illinois income tax purposes only : Did the taxpayer(s) purchase via the internet, mail order, or in another state, any items for use or consumption within the state of Illinois? If yes: upon the purchase of the items, did the taxpayer either: (answer separately for each item purchased) (1) Not pay any sales tax to the seller? Or, (2) Paid sales tax at a less that the Illinois Use Tax Rate of 6.25% for general merchandise or 1% for food and drugs?
23)	For Indiana income tax purposes only : The taxpayer(s) approve the amendment of their 2010 Indiana return pursuant to the September, 2011 Commissioner's Directive #40. The amended return fee is \$75.
24)	Clark Financial Services prepared the 2010 Form 1040 for this taxpayer?
25)	New client(s) only ; has a copy of the taxpayer(s) 2010 Form 1040 been provided for review?
26)	Taxpayer(s) elect to direct deposit refund? (see below) <input type="checkbox"/> Bank account data has been verified?
27)	Taxpayer(s) elect to have balance due paid via ACH? (see below) <input type="checkbox"/> Bank account data has been verified?
28)	Taxpayer(s) have signed the 2011 IRS required Consent to Use form and 2011 Engagement Letter?

Please provide (or update) your address, phone number(s), email address(es) and birthdate below.

Taxpayer1: <input type="checkbox"/> No change to personal data on file	Taxpayer2: <input type="checkbox"/> No change to personal data on file
Name: _____ 0	Name: _____ 0
SSN: _____	SSN: _____
Birthdate: _____	Birthdate: _____
Phone #'s	Phone #'s
Home: _____	Home: _____
Business: _____	Business: _____
Mobile: _____	Mobile: _____
Email1: _____	Email1: _____
Email2: _____	Email2: _____
Address: _____	Address: _____
	(if diff)
Occupation: _____	Occupation: _____
<input type="checkbox"/> Disabled	<input type="checkbox"/> Disabled
<input type="checkbox"/> Blind	<input type="checkbox"/> Blind

Bank Account Information



Type of account: _____
 Routing #: _____
 Account#: _____

Please provide a "voided" check for account verification

Prepared by: _____ How: _____

2011 Tax Services Engagement Letter

This letter will confirm the understanding of the terms of service between ClarkFS, Inc d/b/a Clark Financial Services and the taxpayer(s) described below. ClarkFS, Inc d/b/a Clark Financial Services will provide the following tax services.

Services provided under this engagement letter include the preparation of the tax year 2011 Form 1040 federal return, resident state return, and additional state returns⁽¹⁾, if necessary. All required forms will be utilized in the preparation of the services described by this engagement letter. **PER INTERNAL REVENUE SERVICE RULES, ALL RETURNS MUST BE ELECTRONICALLY FILED.**

The taxpayer(s) will receive under this engagement letter for their records one (1) signed copy of the 2011 Form 1040 and applicable state(s) returns. All original supporting documentation will be returned to the taxpayers for retention.

The tax preparation services contracted under this agreement shall be subject to the following conditions:

- 1) **Full payment for the services as provided for by this engagement letter is due upon delivery of your 2011 return. No**
- 2) Your 2011 tax return will be prepared solely upon the information provided. You represent under penalties of perjury that the information and representations made regarding income and deductions is accurate and complete. And, that all required documentation for income and deductions will be provided to Clark Financial Services or will be made available promptly upon request. The tax preparation services as described under this engagement letter are not designed to disclose and defalcations or irregularities, should any exist. However, Clark Financial Services will inform you of any items that must be addressed.
- 3) Clark Financial Services will return all original documents submitted to process your 2011 Form 1041. You will retain these original documents, cancelled checks, and any other document that form the basis of your income and deductions declared on your 2011 Form 1040. This information may be necessary to prove the accuracy and completeness of the return to a tax authority or agency.
- 4) You have the final responsibility to ensure the accuracy of your 2011 income tax returns as prepared. Therefore, you should review the returns carefully before signing and authorizing the electronic filing of the returns under this agreement.
- 5) The 2011 tax preparation fee is for the services described in paragraph 2 of this agreement and does not include the preparation of amended return(s), assistance with audits or responding to correspondence from the tax authorities or agencies on issues that arise from the services described in paragraph 2. A separate fee of \$125 per hour, or fraction thereof will be assessed for any service outside the scope of preparing your 2011 Form 1040.

Taxpayer(s) Acceptance

I/we declare under penalties of perjury that the information and representations provided regarding income and deductions for our 2011 tax return preparation is accurate and complete. And, that I/we have all substantiation as required by law and regulation to support the income and deductions per the 2011 tax return.

I/we certify that I/we have read and understand the terms of this engagement and agree to the terms set forth. If this is a joint return, both spouses must sign this engagement letter unless one spouse signs on the basis of actual knowledge of all income and deductions.

Approved by: _____
Taxpayer

Approved by: _____
Taxpayer

Print Name: _____ 0

Print Name: _____ 0

Accepted by: Timothy J Clark CFP®, EA
ClarkFS, Inc d/b/a Clark Financial Services

Date: _____

⁽¹⁾ A separate fee of \$50 per return fee applies to all required non-resident or part-year resident state returns prepared.

Consent to Use of 2011 Tax Return Information

Federal law requires this consent form be provided to you ("you" refers to each taxpayer, if more than one).

You are aware that your tax preparer, Timothy J. Clark CFP®, EA, is also in the business of providing financial and investment services beyond tax return preparation and tax representation. You understand that Timothy J. Clark CFP®, EA is a registered representative of H.D. Vest Investment Securities, Inc., a member of the Financial Services Regulatory Authority ("FINRA"), and an Investment Advisory Representative of H.D. Vest Advisory Services, and their affiliated companies, (collectively "H.D. Vest"), headquartered at 6333 North State Highway 161, Fourth Floor, Irving, Texas 75038, telephone number (972) 870-6000. You understand that Timothy J. Clark CFP®, EA may receive cash commissions or fees for the sale of, or investment advice concerning investments, securities, and financial

Federal law requires this consent form be provided to you. Unless authorized by law, we cannot disclose without your express, written consent, your tax return information for any purpose other than the preparation of the tax return(s) for which such return information was provided, is prohibited.

You are not required to complete this form. If we obtain your signature on this form by conditioning our services on your consent, your consent will not be valid. If you agree to the disclosure of your tax return information, your consent is valid for the amount of time you specify. If you do not specify the duration of your consent, your consent is valid for one year.

If you do not consent, then you may still have your tax return prepared and electronically filed by Clark Financial Services, for a fee.

For your convenience, Timothy J. Clark CFP®, EA, Registered Representative, has entered into arrangements with H.D. Vest Investment Servicessm, Member SIPC, and H.D. Vest Advisory Servicessm to offer your financial and investments services.

You understand that if you are authorizing the disclosure of all information contained in your tax return, you may subsequently request that Timothy J. Clark CFP®, EA use only a limited portion of your tax return information according to your direction.

You understand that no tax return information will be disclosed to any person for any purpose unless specifically provided for in this consent or as otherwise allowed by Federal Law. You understand that by signing this consent, you are under no obligation to follow any future financial recommendations made to you or to purchase any products or services offered to you by or through any third party or Timothy J. Clark CFP®, EA, or H.D. Vest or its affiliates.

If you would like for us to use your tax return information to determine if these products and services may be appropriate or beneficial to you, please sign and date this consent to authorize the use of your tax return information.

This consent will remain in effect until October 15, 2015.

You understand that you are not required to sign this consent and if you voluntarily sign the consent, federal law may not protect your information from further disclosure.

<input type="checkbox"/> To Accept _____ <input type="checkbox"/> To Decline Taxpayer	<input type="checkbox"/> To Accept _____ <input type="checkbox"/> To Decline Taxpayer
Print Name: _____ 0 Date: _____	Print Name: _____ 0 Date: _____

If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484, or by e-mail at complaints@tigta.treas.gov.

Securities offered through H.D. Vest Investment Servicessm, Member SIPC
 Advisory services are offered through H.D. Vest Advisory Servicessm
 Clark Financial Services is not a registered broker/dealer or independent investment advisory firm

Substantiation Requirements (if applicable, requirement is marked "*")****Educator Expenses:**

Educator Expenses : Qualified expenses include amounts paid for books, supplies (other than nonathletic supplies for courses of instruction in health and PE, computer software and equipment, and other equipment and materials used in the classroom. Contemporaneous records for these expenses must be kept by the taxpayer to substantiate these expenses.

Charitable Contributions:

Contributed cash to charity (less than \$250 per single contribution) substantiation required: Cancelled checks; credit card record; record of electronic funds transfer; written receipt or letter from donee with donee's name, date and amount of contribution. Lack of documentation for cash contributions, however small, means no deduction. Tax return attachments are not required.

Household goods and clothing contributed to charity substantiation required: Good used condition or better; if not and deduction claimed for more than \$500 on single item, must attach a qualified appraisal. A qualified appraisal attached to the tax return may be required.

Single cash or property contributed to charity of \$250 or more substantiation requirement for **each contribution** , a contemporaneous written acknowledgement from the donee substantiating the amount of the contribution **before the return due date, including extensions.** Tax return attachments or appraisals are not required.

Cash contributed to charity via payroll deductions substantiation required: pay stub, W-2 or other document from the employer showing the amount withheld for contribution plus pledge card or other document from donee organization that shows the name of the donee. Each payroll withholding is treated as a single contribution for purposes of the \$250 threshold. If any single payroll withholding is \$250 or more, the pledge card or other document must also contain a goods or services statement. Tax return attachments or appraisals are not required.

Property in general (other than cash) contributed to charity substantiation requirement: Receipt or letter with donee's name and address, date and location of contribution must be given with description of property; reliable written record if impractical to obtain receipt. Also need: evidence of fair market value of property and method of determination of value; basis of property and manner in which §170(c) reduction is determined if appreciated property. If making election for 30% capital gain property, a record of years for which election made and showing contributions in current year and carryovers to which elections apply. Appraisals may be required.

Property over \$500 but under \$5,000 contributed to charity substantiation requirement: See *Property in general (other than cash)* above; in addition, also need record of manner of acquisition and basis of donated property. There is no appraisal requirement. However, attach an explanation to the return if have reasonable cause for not providing information on acquisition date or cost.

Property over \$5,000, in general, contributed to charity substantiation requirements: See *Property in general (other than cash)* above; qualified written appraisal is also required. Complete Form 8283 Part B.

Qualified vehicle contributed to charity substantiation requirements:

Deduction less than \$250: Need the name and address of the charity; the date of the donation; place where the car was donated and a description of the car.

Deduction greater than \$00 but less than or equal to \$5000: Need the name and address of the charity; the date of the donation; place where the car was donated and a description of the car. Also, an acknowledgement is obtained by the filing or due date, including extensions.

Deduction greater than \$500 but less than or equal to \$500: Need the name and address of the charity; the date of the donation; place where the car was donated; a description of the car and an acknowledgement is obtained by the filing or due date, including extensions. Also the taxpayer must obtain an acknowledgement within 30 days of the contribution or charity's sale of vehicle (Copy B of 1098-C is acceptable).

Deduction greater than \$5000: Need the name and address of the charity; the date of the donation; place where the car was donated; a description of the car; an acknowledgement is obtained by the filing or due date, including extensions and the taxpayer must obtain an acknowledgement within 30 days of the contribution or charity's sale of vehicle (Copy B of 1098-C is acceptable). Also required is a written appraisal and Form 8283, Section B signed.

Unreimbursed employee business expenses substantiation requirements

Vehicle Expenses (standard mileage): To substantiate, a contemporaneous, written mileage log must be maintained by the employee. The records must include: the date business use began, business miles during the year, commuting miles during the year, total miles for the year, personal property taxes paid, if any on the vehicle, and any tolls or parking fees paid during the year. A mileage log must be maintained on a per use basis recording the date, time, beginning odometer and ending odometer readings, the business starting point and destination of each business use of the vehicle and the business purpose for the expense of the business benefit gained or expected to be gained must be recorded. Employer reimbursements, if any, also must be recorded.

Other unreimbursed employee expense substantiation: Receipts, checks, credit card statements or paystubs are required to substantiate other unreimbursed employee business expenses such as union dues, uniforms, small tools, license fees, etc. Note: per the IRS, Carhart® clothing is not allowed as a business clothing deduction. If the item of apparel can be worn outside of an employment setting, it is personal and not deductible.

I (we) certify that i(we've) read the substantiation requirements applicable to each and that i(we) have the required substantiation. If this is a joint return, both spouses must sign this certification unless one spouse signs on the basis of actual knowledge of all expenses.

Taxpayer [Initial]: 0 _____

Taxpayer [Initial]: 0 _____