

U.S. PERSONAL INCOME TAX CHECKLIST

CLIENT INFORMATION:

Full Name:	_____	Full Name of Spouse:	_____
US SSN #	_____	US SSN #	_____
Birth Date (MM/DD/YYYY)	_____	Birth Date (MM/DD/YYYY)	_____
Telephone	_____	Telephone	_____
Email:	_____	Email:	_____
Occupation	_____	Occupation	_____
Citizenship	_____	Citizenship	_____
Marital Status	_____		

#	Dependant's Name:	US SSN #:	DOB: (MM/DD/YYYY)
1			
2			
3			
4			

CHECKLIST:

Please check off the items below that are applicable to your 2016 personal tax return. Return this schedule to our office together with all copies of the relevant documentations as follows:

Documents:

- If prior year was prepared by another accountant; please attach the full tax return
- If Canadian T1 return prepared by another accountant, please attach the full tax return, with relevant tax slips
- Tax Instalments made
- Notices or letters from the IRS

Income:

- U.S. tax info forms (W-2, 1099, K-1, 1098, 1099-B, etc.)
- Copies of broker statements and/or details of stock, bond, mutual fund and other investment transactions.
- Financial statements and tax filings of the entity for the 2016 tax year if you own a 10% or more interest in any non-U.S. private entity such as a corporation or partnership
- TFSA summary of income and gains/losses in the year
- Business or professional income and expenses
- Rental income and expenses

Deductions:

- | | |
|---|---|
| <input type="checkbox"/> Mortgage Interest | <input type="checkbox"/> Employment expenses |
| <input type="checkbox"/> State sales tax | <input type="checkbox"/> Property tax (personal residence) |
| <input type="checkbox"/> Medical expenses | <input type="checkbox"/> Property tax (investment property) |
| <input type="checkbox"/> Charitable donations | <input type="checkbox"/> Accounting fees |
| <input type="checkbox"/> Investment fees | <input type="checkbox"/> State income taxes |
| <input type="checkbox"/> Investment interest | <input type="checkbox"/> Other |
| <input type="checkbox"/> Safe deposit box fee | |

Other considerations:

- Did you have an interest in or signing authority over foreign bank and/or financial accounts with an aggregate value of over \$10,000 US at any time during the year? If so you are required to file Form 114. Please complete an FBAR supplementary form to provide this information
- Did you reside outside the United States for the entire calendar year (2016) and do you plan to claim the Foreign Earned Income (and Foreign Housing Exclusion) if applicable?
- If you moved during the year please provide details of the move including the move date, the purpose of the move, your old address, new address and new employer or business address as well as income earned at the new place of business or employment after the move date