**US Personal Tax Checklist**

Also please complete my Personal Tax Checklist

- ❑ I prepared your returns last year. (Please only provide the information that has changed.)
- ❑ I am a Canadian Resident, or have Canadian filing Obligations

Title

First name

Middle name

Last name

Social Security Number

Date of birth

What is your filing status

- ❑ Single
- ❑ Married
- ❑ Head of Household
- ❑ Qualifying surviving spouse

- ❑ I am a US citizen/Green card holder
- ❑ I have other US tax filing obligations (if you worked in the US, or have property there, for example)
- ❑ I have applied to be a green card holder this year or a previous year
- ❑ I have renounced US citizenship/green card
- ❑ I am resident in the USA
- ❑ I had a US visa at the end of the year

  If so, please provide type
- ❑ I changed my visa type (any time, not just last year)

  If so, please provide date and nature of change

If you are married or common law, please have spouse fill out checklist as well, if I am preparing your spouse's return

Spouse's First Name

Spouse's Middle Name

Spouse's Last Name

Spouse's Social Security Number

Spouse's Date of birth

Please provide dependent's name, date of birth, relation to you, and social security number, and if they lived with you

How many days were you in the USA for the last three years

  Last year

  Previous year

  Second previous year

- ❑ I filed a US return in a prior year

If so, please provide year and type of return

  1040

  1040NR

**Foreign Property - Outside the United States**

- ❑ Check if you own foreign property
- ❑ Check if you have any foreign income
- ❑ If yes, what country is your foreign property in?

What kind of foreign income do you have

- ❑ If yes, what country is your foreign income from?

- ❑ Employment
- ❑ Pension
- ❑ Investments
- ❑ Real estate
- ❑ Business
- ❑ Farming

**These only apply if you are a US citizen or permanent resident (in other words, you are filing form 1040)**

- ❑ I had bank, financial accounts, or investments outside the USA, worth in aggregate more than $10,000, including RRSP'S, RRIF'S, TFSA'S and similar accounts.

  If so, please provide a list of all accounts, including bank name, account number, high balance in the year, and if jointly held
- ❑ I had Canadian mutual funds or Exchange Transfer Funds (ETF's). Is so, please provide full transaction details for the year, such as monthly broker statements)

❑ I had a TFSA. If so, please provide full transaction details for the year, such as monthly broker statements.

**Income sources:**

❑ Employment
❑ IRA, 401K, Social security, other pensions
❑ Unemployment
❑ Alimony and/or maintenance received
❑ Rental property revenue and expenses
❑ Business, self-employed income and expenses
❑ Did you receive any tips?
❑ Income from non- US sources
❑ Did you sell, reinvest, convert or otherwise dispose of any investments? Changing from one mutual fund to another is a reportable transaction. Please provide all your broker statements or other investment statements, including annual mutual fund statements.

Foreign property or investments

❑ Funds or intangible property (patents, copyrights, etc.)
❑ Tangible property situated outside of Canada
❑ Capital stock of a non-resident corporation
❑Partnership interestthat holds Foreign Property
❑ An interest in, or right with respect to, an entity that is a non-resident
❑ Property that is convertible into, exchangeable for, or confers a right to acquire Foreign Property
❑ A debt owed by a non-resident, including government and corporate bonds, debentures, mortgages, and notes receivable
❑ a foreign insurance policy
❑ Precious metals, gold certificates, and futures contracts held outside Canada
❑ Gambling - please provide complete record of wins and losses

**Receipts**

❑ Medical expenses, including plan premiums, prescriptions, dental, glasses, contact lenses, chiriopractic, naturopathic and many other items.
❑ Public or non-profit long-term care
❑ State and local taxes, such as property taxes
❑ Home mortgage interest and points
❑ Investment interest
❑ Casualty and Theft losses
❑ Gifts to charities
❑ Child care
❑ Student loan interest
❑ tuition fees - for self or a dependent
❑ Alimony and/or maintenance paid

**Required documentation to be attached:**

❑ I have attached a copy of my and my spouse's drivers' license
❑ I have attached a copy of my and my spouse's social security card
❑ I have attached a copy of my dependents' birth certificates, and social insurance cards, if any

**Preparation options:**

❑Please find attached bank account information, in case I owe current year taxes.
❑Please find attached bank account information, in case I owe estimated tax payments