

U.S. Tax Return Checklist

To help you assemble your financial information for the preparation of your tax return, please keep this checklist handy. Complete the checklist and return it to us assembled together with your financial information.

Personal Information

Your Name: _____

Date of Birth: ____/____/____ (MM/DD/YY)

Address: _____

Apt #: _____ City: _____

State: _____ Zip Code: _____ P.O. Box #: _____

SSN/ITIN: _____

Country of Citizenship: _____

Your Phone #: _____

Email: _____

Occupation: _____

Marital Status:

Single

Married

Common-Law

Separated

Divorced

Widowed

Spouse Information (If Applicable)

Spouse Name: _____

SSN/ITIN: _____

Date of Birth: ____/____/____ (MM/DD/YY)

Number of days spent in U.S. in 2022: _____ days

Number of days spent in U.S. in 2023: _____ days

Number of days spent in U.S. in 2024: _____ days

List all the dates you entered and left the United States during 2022 below:

Date entered United States (MM/DD/YY)	Date departed United States (MM/DD/YY)	Date entered United States (MM/DD/YY)	Date departed United States (MM/DD/YY)
____/____/____	____/____/____	____/____/____	____/____/____
____/____/____	____/____/____	____/____/____	____/____/____
____/____/____	____/____/____	____/____/____	____/____/____
____/____/____	____/____/____	____/____/____	____/____/____

Did you receive a compensation of more than \$250,000 in 2024?: Yes No N/A

Did you receive any other U.S. income in 2024?: Yes No N/A

Have you ever filed a U.S. Tax Return?: Yes No N/A

Did you file a U.S. income tax return for any prior year?: Yes No N/A

If "yes", give the latest year and form number you filed: _____

Please specify the type of income received in 2024: _____

Table 1	Employment & Other Income	Yes/No NA	Provide Details
	a. Regular earnings		W2 form. Enter name of each employer:
b. Commission and other earnings		W2 form. Enter name of each employer:	

Table 2	Pension, Retirement, Annuity Income	Yes/No NA	Provide Details
	a. Pension/IRA/Annuity income		1099 - R
b. Social security		1099 - SSA	

Did you and/or your spouse receive the two stimulus checks from the US government? If yes, please provide us with the amount for first and second check?		
	Taxpayer/Joint	Spouse
Economic Impact Payment(s) Received EPI:	EPI 1	
	EPI 2	

Investment Income	Yes/No NA	Provide Details
a. Interest income		<p><i>1099-INT. Taxable interest, interest penalties, interest on US saving bonds or Treasury notes, and tax withheld</i></p> <p>.....</p> <p>.....</p> <p>.....</p>
b. Bond income		<p><i>1099-DIV reports the ordinary dividends, total capital gains, qualified dividends, non-taxable distributions, federal income tax withheld, foreign tax paid and foreign source income</i></p> <p>.....</p> <p>.....</p> <p>.....</p>
c. Income from stock sale		<p><i>1099-B Summarizes transaction, will show gain or loss or brokerage statement</i></p> <p>.....</p> <p>.....</p> <p>.....</p>
d. Income from real estate sale		<p><i>1099-S provides details of sale of home</i></p> <p>.....</p> <p>.....</p> <p>.....</p>

Other Income		Yes/No NA	Provide Details
Table 4	a. Unemployment, state tax refund		1099 - B
	b. Gambling income		W-2G or records showing income, as well as receipts
	c. Alimony or child support received		Full details
	d. Health savings account		1099 - SA

Motor Vehicle Expenses for Business Purposes		Yes/No NA	Provide Details
Table 5	a. Fuel & Oil		\$.....
	b. Insurance		\$.....
	c. License and registration		\$.....
	d. Maintenance and repairs		\$.....
	e. Lease costs		\$.....
	f. Business parking fees		\$.....
	g. Total kilometres driven during year		KM.....
	h. Kilometres driven for business or employment		KM.....

Table 5 cont...

Motor Vehicle Expenses for Business Purposes	Yes/No NA	Provide Details
i. Did you purchase or lease a new automobile in the year?		<i>Provide a copy of the lease or purchase agreement.</i>
j. Did you sell your previous vehicle?		<i>Provide details</i>
k. Keep log book		<i>Showing total miles driven in the year, total business miles driven in the year, and purpose of the mileage</i>
l. Parking and toll fees		\$.....
m. Gas, oil, car wash, license, personal property tax, lease or interest expenses		\$.....

Table 6

Itemized Deduction	Yes/No NA	Provide Details
a. Real Estate Taxes Paid		<i>May show on mortgage statement</i>
b. Mortgage Interests paid		<i>Form 1098 or mortgage statement</i>
c. Donations cash & non-cash		\$.....
d. Medical expenses		\$.....
g. Other deductions		<i>Provide details of any other deductions you expect to claim</i>

Table 7

All Other Deductions	Yes/No NA	Provide Details
a. Student loan interest		For you, your spouse or dependent
b. Tuition fees paid		For you, your spouse or dependent
c. Educator expense		For teachers buying qualifying unreimbursed expense \$.....
d. Health savings account contribution		Form 5498 - SA

Table 8

Rental Income	Yes/No NA	Provide Details
a. Details of owners & partners		Provide first & last name, % of ownership
b. Address of property		Provide complete address
c. New properties acquired		Provide purchase agreement & details
d. Change of use of rental property		Provide date & details
e. Sale of rental property		Provide sale documents & details of sale
f. Gross revenue (excluding sales tax)		\$.....
• Advertising		\$.....
• Insurance		\$.....
• Interest		\$.....

Table 8 cont...

Rental Income	Yes/No NA	Provide Details
• Maintenance & repairs		\$.....
• Management & administration fees		\$.....
• Office expenses		\$.....
• Legal, accounting, professional fees		\$.....
• Property taxes		\$.....
• Salaries		\$.....
• Subcontractors expense		\$.....
• Travel		\$.....
• Utilities		\$.....
• Other expenses (explain)		\$.....

Table 9

Form TD F 90 - 22.1 FBAR	Yes/No NA	Provide Details
a. If the combined value of all your BANK, INVESTMENT & RRSP/ RRIF accounts was \$10,000 at any time during the year or more		<p><i>Speak to an accountant for worksheet to complete</i></p> <p>.....</p> <p>.....</p>
		<p><i>May be required to also file form 8938 by the tax return due date. If you own a significant amount of assets, speak to an accountant</i></p> <p>.....</p> <p>.....</p>

Table 10

Other Account Information	Yes/No NA	Provide Details
a. Did you own a TFSA?		<i>Speak to an accountant & provide annual statement of activity</i>
b. Did you contribute to an RESP (Registered Education Savings Plan)		<i>Speak to an accountant & provide annual statement of activity</i>

Table 11

Form 3520 & 3520 - A Foreign Trust Activities	Yes/No NA	Provide Details
a. Are you a trustee or a beneficiary of a foreign trust?		<i>Name & address of beneficiaries & trustees</i>
		<i>T3 tax return & financial statements</i>
		<i>US tax number for beneficiary & trustee</i>

Table 12

Form 5471: Ownership of a Canadian Corporation	Yes/No NA	Provide Details
a. Do you own directly, indirectly, or constructively 10% or more of stock in a foreign corporation?		<i>Speak to an accountant & provide copy of financial statement</i>
b. If the answer to the above is yes, do you hold 50% of total combined voting power directly, indirectly, or constructively?		<i>Speak to an accountant & provide copy of financial statement</i>

General Information

Have you ever applied for a U.S. visa?: Yes No N/A

If **applicable**, please provide the following details below.

If you had a visa on the last day of the tax year, enter your visa type. If you did not have a visa, enter your U.S. immigration status on the last day of the tax year: _____

Have you ever changed your visa type (non-immigrant status) or U.S. immigration status? Yes No

If "yes", indicate the date and nature of the change: _____

Have you ever applied for a U.S. visa?: Yes No N/A

Other Important Matters

Do you want your tax refund (if any) deposited directly to your bank account?: Yes No

If "yes", please provide the following details of a U.S. bank account.

1. Routing #: _____

2. Account #: _____

3. Account Type: Saving Chequing

Notes