RESET ALL

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.

madan
CHARTERED ACCOUNTANT
Professional Corporation

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)

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		

Table 3

Investment Income	Yes/No NA	Provide Details
a. Interest income		*1099-INT. Taxable interest, interest penalties, interest on US saving bonds or Treasury notes, and tax withheld*
b. Bond income		*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*
c. Income from stock sale		*1099-B Summarizes transaction, will show gain or loss or brokerage statement*
d. Income from real estate sale		*1099-S provides details of sale of home*

Table 4

Other Income	Yes/No NA	Provide Details
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

Table 5

Motor Vehicle Expenses for Business Purposes	Yes/No NA	Provide Details
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?		*Provide a copy of the lease or purchase agreement.*
j. Did you sell your previous vehicle?		*Provide details*
k. Keep log book		*Showing total miles driven in the year, total business miles driven in the year, and purpose of the mileage*
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		*May show on mortgage statement*
b. Mortgage Interests paid		*Form 1098 or mortgage statement*
c. Donations cash & non-cash		$
d. Medical expenses		$
g. Other deductions		*Provide details of any other deductions you expect to claim*

Table 7

All Other Deductions	Yes/No NA	Provide Details
a. Student loan interest		*For you, your spouse or dependent*
b. Tution 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		*Speak to an accountant for worksheet to complete*
		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

Table 10

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

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?		*Name & address of beneficiaries & trustees*
		T3 tax return & financial statements
		US tax number for beneficiary & trustee

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?		*Speak to an accountant & provide copy of financial statement*
b. If the answer to the above is yes, do you hold 50% of total combined voting power directly, indirectly, or constructively?		*Speak to an accountant & provide copy of financial statement*

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