

Tax Checklist for US Citizens & Residents

Please fill out the checklist below to allow our office to efficiently prepare your tax return(s) for the 2023 tax year. Make sure that you read through all items, answer each question, and add any relevant notes to help our firm correctly complete your work.

Taxpayer Name:

Date of Birth:

Email:

Phone Number:

Address:

If you are not legally married or if your spouse is not subject to US filing requirements, please ignore this section or any further mention of *spouse* in the questions below.

Spouse's Name:

Date of Birth:

Email:

Phone Number:

How would you like to receive your final tax return this year?
(One selection only please.)

PDF **Paper**

Yes **No**

Did your marital status change this year?
If you answered yes, please provide details of the change:

Did your address or any other contact information change this year?
If you answered yes, please provide details of the change:

If applicable, would you like to receive your tax refund direct deposited into your bank account?
If this is not already set up, please provide a void cheque to our office.

Have you (or your spouse) received an Identity Protection Personal Identification Number from the IRS?
If yes, please locate it on a CP01A Notice and provide the 6-digit code below.

Yes No

At any time in 2023, did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency?

If you answered yes, attach details of all transactions made in 2023 relating to virtual currency.

Did you or your spouse start or close a business during the 2023 year?

Do you have a ROTH IRA?

If yes, did you contribute anything to the ROTH IRA in 2023?

Did you make any gifts in 2023 with a value over \$17,000?

Did you receive any gifts or bequests in 2023 greater than \$100,000?

Do you have any interest in a trust?

Do you have a non-US pension plan or any other employee benefit plan?

Documents Required to Prepare your Return

Please indicate which of the following you will be including in your package and whether you need to provide them at a later date.

Included N/A To Be Sent

December 2023 investment statements

US and Canadian charitable donation receipts

Property taxes paid (for US property only)

Capital gain and loss report for all share sales

(Please include purchase dates.)

Rental income and expenses

If you are including rental income:

- Number of days the rental property was rented
- Number of days the rental property was used for personal purposes

Business income and expenses

Home office expenses

Investment fees paid

Medical expense receipts

RRSP contribution receipts

Canadian T-slips
(T4, T3, T5, or T5013)

US income slips
(W-2, SSA, 1099-DIV, 1099-INT, 1099-B, K-1, 1042-S)

Life insurance cash surrender value and December 2023 statement

Statement for any private company shares
(Please list the class, book value, and fair market value.)

Maximum value in each of your bank accounts during the year
(Please see the FBAR spreadsheet.)

December 2023 statement for registered education savings account

December 2023 statement for tax free savings account

Statements for any mortgage interest paid on US properties

Any purchase or sale documents for real estate transactions made in 2023

If you are a new client, please also provide a copy of the prior year's US federal and state income tax returns

If you made any US tax payments during the 2023 tax year, please list the amounts and dates below:

| Date | Amount Paid |
|------|-------------|
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If you have children or dependents, please fill out the following section:

| Children's Name(s) | Date of Birth (DD/MM/YY) | Social Security Number | Social Insurance Number | Citizenship |
|--------------------|--------------------------|------------------------|-------------------------|-------------|
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Yes **No**

Did each of your children live with you more than 50% of the year?

Did you provide more than 50% of their support during the year?

Has the IRS ever denied your child or dependent tax credits?

Were your dependents students during the year?

Did you pay for childcare during the year?

If yes, please provide childcare receipts.

Have you ever filed Form 8832, releasing the claim of an exemption for any dependents?

Did you adopt a child or begin the process of adoption during the year?