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ACCOUNTING SERVICES

PERSONAL INFORMATION:

You	Your Spouse
_____	_____
Name (with middle initial)	Name (with middle initial)
_____	_____
Social Security Number	Social Security Number
_____	_____
Address	Address (if different)
_____	_____
Postal Code/Zip Code	Postal Code/Zip Code
_____	_____
Phone/Fax	Phone/Fax
_____	_____
Email	Email
_____	_____
Occupation	Occupation
_____	_____

NEW CLIENTS

You	Your Spouse
_____	_____
Birth Date	Birth Date
_____	_____

New clients: please provide copies of last years US 1040, State, and Local income tax returns (or the last returns that were filed).

CATEGORIES

You	Your Spouse
_____	_____
<input type="checkbox"/> United States Citizen	<input type="checkbox"/> United States Citizen
_____	_____
<input type="checkbox"/> Green Card Holder	<input type="checkbox"/> Green Card Holder
_____	_____
<input type="checkbox"/> Resident Alien	<input type="checkbox"/> Resident Alien
_____	_____
<input type="checkbox"/> Non-Resident Alien	<input type="checkbox"/> Non-Resident Alien
_____	_____
<input type="checkbox"/> Live in Canada / Work in U.S. (Commuter)	<input type="checkbox"/> Live in Canada / Work in U.S. (Commuter)
_____	_____
<input type="checkbox"/> I'm Not Sure	<input type="checkbox"/> I'm Not Sure
_____	_____

United States Visa type and date issued (if applicable) Canadian Visa type and date issued (if applicable)

Non-Resident Aliens – days present in U.S....this year: last year: year before:

This is a guide intended to assist you in preparing for income tax filing.

It does not necessarily include everything that may be applicable in your specific situation.

We need a copy of your last filed income tax return (if we did not prepare it) and a recent notice of assessment or reassessment.



ACCOUNTING SERVICES

DEPENDANT INFORMATION

Name _____ _____ _____

Birth Date _____ _____ _____

Relationship _____ _____ _____

Social Security # or ITIN _____ _____ _____

Income _____ _____ _____

Months Lived With You _____ _____ _____

U.S. Citizen or _____ _____ _____

Resident Alien? Yes No Yes No Yes No

Did your marital status change during the year? Yes No

If yes, indicate date of change. _____

Did you live apart from your spouse for the entire year? Yes No

Does your spouse itemize deductions on a separate return? Yes No

Do you want \$3 to go into the Presidential Election Campaign Fund? Yes No (Won't change refund)

Were you or your spouse enrolled as a full-time student during the year? Yes No

Were you or your spouse legally blind or permanently and totally disabled at any time during last year? Yes No

Did you pay childcare expenses? Yes No

If yes, indicate childcare provider's name, address and tax ID number (SSN or EIN).

We require a copy of your last filed US return and a full copy of your Canadian return, with all schedules and slips for the year we are preparing your US return.

FOREIGN FINANCIAL ACCOUNTS

Did you have more than \$10,000 USD, in all your financial accounts held outside the US combined, at any time in the tax year? Yes No

Talk to us about your Foreign Financial Account filing requirements.

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ACCOUNTING SERVICES

INCOME & EXPENSES

EMPLOYMENT & OTHER INCOME

- W-2 forms
- Pensions and annuities
- Retirement plan distribution – Form 1099-R
- Partnership, trust, S-Corp income – Sched. K-1
- Miscellaneous income – Form 1099-MISC
- Alimony received
- Pay for jury duty
- Gambling / lottery winnings
- Prizes or awards
- Scholarships and fellowships
- State and local income tax refunds
- Unemployment compensation –Form 1099-G

INVESTMENT INCOME

- Interest income – Form 1099-INT or 1099-OID
- Dividend income – Form 1099-DIV
- Capital gains / brokerage transactions – Form 1099-B and confirmation slips

HOMEOWNERS AND RENTERS

- Mortgage interest – Form 1098 and qualified mortgage insurance payments
- Sale of home or other property – Form 1099-S
- Real estate taxes paid
- Rent paid
- Moving expenses

CASH GIFTS

Did you make cash gifts to any one person worth more than \$13,000? Yes No

EXPENSES & DEDUCTIONS

- Student loan interest paid
- Education expenses
- Auto – personal property tax paid
- Charitable donations – provide bank record, canceled check or receipt for all amounts
- Unreimbursed job expenses (travel, uniforms, union dues, subscriptions, etc.)
- Job hunting expenses
- Investment expenses
- Childcare expenses
- Alimony paid
- Tax return preparation fees
- Receipts for medical / dental expenses, including premiums to Medicare D
- Casualty / theft losses

ALSO PROVIDE ...

- Estimated tax payments made for the year
- IRS or State correspondence and assessment notices
- Mailing labels from IRS or State
- Receipts for IRA, Keogh, and other retirement plan contributions
- Business income and expense documents
- Rental income and expense documents

FOREIGN TAX CREDIT

Did you pay tax to a foreign country for income earned outside the United States? Provide details and a copy of the foreign tax return.

ADDITIONAL ITEMS

This Personal Tax Organizer is not intended to be a complete list. Please provide details regarding any other income or expenses not listed above.

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