



**DATE:** \_\_\_\_\_

Please complete all applicable sections. Also, please provide details and documentation as requested (documents may be provided electronically). The Internal Revenue Service (IRS) matches information returns/forms with amounts reported on tax returns. A negligence penalty may be assessed when income is underreported or when deductions are overstated. Include the following, if applicable:

- W-2 (wages)
- 1099-R (retirement)
- 1099-INT (interest)
- 1099-DIV (dividends)
- 1099-B (brokerage sales)
- 1099-MISC (rents, etc.)
- 1099 (any other)
- 1095-A, 1095-B, 1095-C (health insurance)
- 1098-T (education)
- Schedules K-1 (Forms 1065, 1120S, 1041)
- Annual brokerage statements
- 1098 (mortgage interest)
- 8886 (reportable transactions)
- Closing Disclosure (real estate sales/purchases)
- Copies of any tax elections or revocations in effect
- Other information statements

**In addition, please provide a copy of your (and your spouse’s, if applicable) driver’s license (front & back).**

**Personal Information**

	Name	SSN - ITIN	Date of Birth
Taxpayer			
Spouse			
Dependent 1			
Dependent 2			
Dependent 3			

**Did any dependent child 19-23 years of age attend school full time for less than five months during the year?**

**Address and contacts:**

**Address:**

**City:**

**State:**

**Zip**

**Phone #**

**Email Address:**

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**Direct deposit/withholding Bank information for e-filing and payment:**

**Name of the Bank:**

**Account#**

**Routing #**

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**1) Do You Have a Foreign Financial Account?**

If you own or have authority over a foreign financial account, including a bank account, brokerage account, mutual fund, unit trust, or other types of financial accounts, then you may be required to report the account yearly to the Internal Revenue Service. Under the Bank Secrecy Act, each United States person must file a Report of Foreign Bank and Financial Accounts (FBAR), if

- The person has a financial interest in, or signature authority (or other authority that is comparable to signature authority) over one or more accounts in a foreign country, and
- The aggregate value of all foreign financial accounts exceeds \$10,000 at any time during the calendar year.

A United States person is not prohibited from owning foreign accounts. The FBAR is required because foreign financial institutions may not be subject to the same reporting requirements as domestic financial institutions. The FBAR is a tool to help the United States government identify persons who may be using foreign financial accounts to circumvent United States law. Investigators use FBARs to help identify or trace funds used for illicit purposes or to identify unreported income maintained or generated abroad.

**If you have one or multiple Foreign Financial Accounts please fill in the Foreign Account Chart (Att. 1) at the end of the checklist and provide us with a copy of the bank statements covering the 12-month period.**

- 2) **Any Foreign gift or bequest received?**
- 3) **Any Sales or Use tax owed?**

If you answered yes to question 2 and/or 3, please provide us with the details.

**4) Tell us about your immigration/residency status:**

- US Citizen
- Green card
- Visa held \_\_\_\_\_
- Date/s of entry/exit in/out the USA for visa holders (please provide details): Travel history can be retrieved using the following link: <https://i94.cbp.dhs.gov/I94/#/history-search>

Country (countries) of citizenship: \_\_\_\_\_

Country which issued your passport: \_\_\_\_\_

Country where you claim Tax Residence \_\_\_\_\_

In what countries do you file tax returns? \_\_\_\_\_

Did You live in any other country besides the U.S. during the tax  
year? if yes what country? \_\_\_\_\_

**5) Do you have Health Coverage?**

Health Coverage:

Form 1095-A:  
(Heath Insurance Marketplace)

**6) Do you hold any stock in a foreign corporation (i.e. Spa, Srl, among others) or interest in a foreign partnership (snc, sas, among others)?**

**If you answered yes to question 6 please fill-in the Ownership Chart at the end of the check-list (Att. 2)**

**Estimated Tax Payments made:**

	Federal		State (name)	
	Date paid	Amount paid	Date paid	Amount paid
1st quarter				
2nd quarter				
3rd quarter				
4th quarter				

**GENERAL INCOME:**

**Yes/No**

Wages/Employment Income: forms W-2 for you and your spouse:

Investment income - various forms 1099 (-INT, -DIV, -B, etc.), K-1s, stock option information – Foreign Bank Statements (including custodial accounts) showing interests & dividend income – Sales of Securities (including Bit-Coin):

Income from state and local income tax refunds and/or unemployment: forms 1099-G:

Alimony received:

Business Income - profit/loss statement, capital equipment information – form 1099 MISC: if yes please review Self Employed Section for common deductions that may apply

Pension or IRA income/distributions: forms 1099-R, 8606:

Rental property income/expense - profit/Loss statement (for each separate rental property):

Social Security benefits: Form SSA-1099:

Income from sales of property, including foreign property (sales price/date and purchase price/date):

Foreign-Source Income – Foreign tax return/s:

Investments in foreign mutual funds (PFICS) – foreign bank statements:

Did you engage in either a purchase or sale transaction involving cryptocurrency (such as bitcoin)?

Were you a resident of, or did you have income from, more than one state during the year?

If so, provide details. You may be required to file tax returns and may also owe taxes in those states.

**GENERAL DEDUCTIONS:**

**Yes/No**

IRA Contribution:

Energy Credits:

Student Loan interests:

Medical Saving Account (MSA) Contributions:

Moving Expenses:

Self-employed health insurance payments:

Keogh, SEP, Simple and other self-employed pension plans:

Alimony Paid:

Educator Expenses:

Do you have records to support travel, meals or gift expenses incurred in your business?

The law requires that adequate records be maintained for travel, meals and gift expenses. The documentation should include the amount, time and place, date, business purpose, description of gift(s) (if any), and business relationship of recipient(s). Note that entertainment expenses are no longer deductible.

**ITEMIZED DEDUCTIONS:**

**Yes/No**

Advance Child Tax Credit payments:

Child care costs (provider – tax id – amount paid):

Adoption Costs (SSN of child, legal, medical and transportation):

Education Costs (1098-T):

Home Mortgage (Form 1098)

Investment Interest expenses:

Charitable Donations:

Casualty and Theft Losses:

Unreimbursed employee expenses:

Medical and Dental Expenses (unreimbursed)

**Self Employed section:**

Automobile expenses:

Vehicle description	_____	Total business miles	_____
Date placed in service	_____	Total commuting miles	_____
Cost/fair market value	_____	Total other personal miles	_____
Lease term, if applicable	_____	Total miles this year	_____
		Average daily round trip commuting distance	_____

Actual expenses:

Gas, oil	_____	Taxes and tags	_____
Repairs	_____	Interest	_____
Tires, supplies	_____	Parking	_____
Insurance	_____	Tolls	_____
Lease payments	_____	Other	_____

- Did you acquire, lease or dispose of a vehicle used for business during this year?
- Did you use the above vehicle in this business less than 12 months?
- Do you have another vehicle available for personal purposes?
- Do you have evidence to support your deduction?

Office-In-Home deduction:

To qualify for an Office-in-Home deduction, the area must be used exclusively for business purposes on a regular basis in connection with your employer's business and for your employer's convenience. If you are self-employed, it must be your principal place of business or you must be able to show that income is actually produced there. If business use of home relates to daycare, provide total hours of business operation for the year.



**Att. 1 – Foreign Accounts Chart:**

Name of the Bank	Address	Account number	Owner/Signer	Max. Amount.- currency

**Att. 2 - Ownership Chart:**

Name of Entity	Owner Name	% Owned