



PERSONAL US TAX INFORMATION CHECKLIST

Name: _____

Birthdate (mm/dd/yyyy): _____

S.S.N. or ITIN: _____

Marital Status: _____

Green Card/US Visa Status: _____

Date Began Living in US (If Applicable): _____

Total time Spent in US in 2023, 2022, & 2021 (Number of Days): _____

List of Dates Entered and left US in 2023:

ADDRESS:

Street: _____

City: _____

State: _____

Postal Code: _____

CONTACT INFORMATION:

Tel (Home): _____

Tel (Cell): _____

Fax: _____

Email: _____

SPOUSAL INFORMATION:

Name: _____

Birthdate (mm/dd/yyyy): _____

S.S.N. or ITIN: _____

Marital Status: _____

Green Card/US Visa Status: _____

Date Began living in the US (If Applicable): _____

Total time Spent in US in 2023, 2022, & 2021 (Number of Days): _____

List of Dates Entered and left US in 2023:

CHILDREN INFORMATION:

Name: _____

Birthdate (mm/dd/yyyy): _____

S.S.N. or ITIN: _____

Green Card/US Visa Status: _____

Did you incur child care expenses on behalf of this child?

☐ Yes

☐ No

DEPENDENT INFORMATION:

In the year did you have any dependents that you looked after?

☐ Yes ☐ No

(This can include a spouse, child, parent, grandparent, grandchildren, siblings, aunt or uncle)

If you answered yes, please fill out the following:

Name: _____

Birthdate (mm/dd/yyyy): _____

S.S.N. or ITIN: _____

Marital Status: _____

Net Income: _____

ADDITIONAL INFORMATION:

Were you employed or self-employed during the year?

☐ employed ☐ self employed

Have you previously filed a US Federal or State Tax Return?

☐ Yes ☐ No

*If yes, please indicate which state and list forms filed: _____

Has your spouse previously filed a US Federal or State Tax Return?

☐ Yes ☐ No

*If yes, please indicate which state and list forms filed: _____

Income Slip Checklist

Attached

Employment Income	
Employment Income (W2)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Unemployment Income (1099-G)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Self-Employed Income and Expenses	
Forms 1099-NEC and 1099-K	<input type="checkbox"/> Yes <input type="checkbox"/> No
Income Records to verify amounts not reported on 1099s	<input type="checkbox"/> Yes <input type="checkbox"/> No
Records of all expenses (ex. Credit card statements and receipts)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Business-use asset info (cost date placed in service) for depreciation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Retirement Income	
Pension/IRA/Annuity Income (1099-R)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Traditional IRA Basis (prior year form 8606)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Social Security/RRB Income (SSA-1099, RRB-1099)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Investment Income	
Interest, Dividend Income (1099-INT, 1099-OID, 1099-DIV)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Income from sales of stock/other property (1099-B, 1099-S)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Expenses related to your investments	<input type="checkbox"/> Yes <input type="checkbox"/> No
1099-B and/or 1099-DIV from cryptocurrencies, NFTs and all other similar income or loss	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cost of all cryptocurrencies NFTs and all other similar income sales	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you received Rental or Business Income?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Other Income Sources

Attached

State Refunds (Form 1099-G)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Royalties (1099-MISC)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hobby Income and Expenses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Income from K-1s either as investment or as an active owner	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any other 1099s received	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Health savings account and long-term care reimbursements (1099-SA or 1099-LTC) deductions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Accounting Fees	<input type="checkbox"/> Yes	<input type="checkbox"/> No

ADDITIONAL PERSONAL INFORMATION:

Deduction Checklist

Attached

Home Ownership	Yes	No
Form 1098 or other mortgage interest statements		
Real estate and personal property tax records		
Charitable Donations		
Cash amounts donated to charitable organizations		
Number of miles driven for charitable purposes		
Political contributions		
Records of non-cash donations		
Medical Expenses		
Amounts paid for healthcare insurance and to doctors, dentists, hospitals etc.		
Miles driven for medical purposes		
Travel expenses for medical purposes		
Form 1095-A		
Childcare Expenses		
Day care paid for child under age 13 so the taxpayer can work		
Wages paid to a babysitter		
Educational Expenses		
Forms 1098-T from Educational institutions		
Form 1098-E for Student loan interest		
Receipts for qualified educational expenses		
Records of scholarships or fellowships		
Retirement and other Savings		
Form 5498-SA showing HSA contributions		
Form 5498 showing IRA contributions		
1099-Q for education savings accounts (e.g., 529 plans).		
All other 5498 series forms (5498-QA, 5498-ESA)		

State and Local Taxes or Sales Tax		
Amount of state/local income tax paid (other than wage withholding), or amount of state and local sales tax paid		
Invoice for large item purchases such as cars, boats, motorcycles etc.		
Amount of real estate taxes paid		
Amount of personal property taxes paid		
Credits		
Child Tax Credit and information about qualifying children.		
Earned Income Tax Credit (EITC) eligibility information.		
Education credits information (American Opportunity Credit, Lifetime Learning Credit).		
Adoption-related expenses (if applicable).		
Clean Energy Vehicle Purchase in 2023?		
Energy-efficient home improvements.		
Other		
Management Fees		
Invoice for large item purchases such as cars, boats, motorcycles etc.		
Investment Counsel Fees		
Work from home due to Covid-19		
Disability Credit		

US Principle Residence

	Yes	No
Did you sell during the year		
If yes provide:		
Address: _____		
Date of Sale: _____ Sale Proceeds: _____		

OTHER RELEVANT INFORMATION

- 1. Please provide any notices or letters from the IRS, any estimated tax Payments made during the year, and any prior-year tax returns.
- 2. Please provide Bank Account Routing and Transit number for direct deposit of refunds
- 3. Please provide records of estimated tax payments made during the year.

