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Personal Tax Planning Checklist for U.S. Tax Returns

General Tax Information for ______________________________

Please ensure that we have the following information in our files. If you have previously sent us a copy of prior year returns or have otherwise provided the information, no further action is required:

1. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) for all persons in your family

2. Dates of birth for all persons in the family

3. Correct current address

4. Prior year income tax return(s) (if filed)

Current Year U.S. Information

1. All income for the year as outlined on forms W-2, 1099, etc.
2. All interest and dividends for the year as outlined on forms 1099 and other sources.
3. Details of other income, including pensions, tips, etc.
4. Gross income and expenses detailed for each business venture and for each rental property.
5. Details of itemized deductions, including medical expenses, realty taxes, interest, donations and unreimbursed employee expenses.
6. Details for all capital transactions, including date of purchase, purchase amount, date of sale, sale amount, name of security and number of shares/units.
7. Number of days present in each state (if not resident in one state) during the year, and number of days present outside the US, including specific dates.
8. Details of all foreign bank accounts (registered, non-registered, TFSA, etc.), including bank name, address, and type of account.
9. Details of contributions to retirement plans.
10. Details of stock options.
11. Number of days in the US in 2014.