MirzaCPA
Professional Corporation
Accounting · Tax Advisory · Consulting · Private Clients
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Client Intake Form - US Personal Taxes

1. Personal Information **ID Copy: Yes / No**

	Full Name	SSN	Date of Birth (MM/DD/YYYY)	M/F/N
Client				
Spouse				
Dependent 1				
Dependent 2				
Dependent 3				

Marital Status: ☐ Single ☐ Separated ☐ Widowed ☐ Married ☐ Common Law
Filing Status: ☐ Single ☐ Separated ☐ Widow(er) ☐ Married (jointly) ☐ Married (separately)

Citizenship Status / Residency Status in US / Other Info **Info Required**

Citizenship status: ☐ citizen ☐ Greencard ☐ Work visa holder
Residency status: ☐ US resident ☐ US non resident

Note: A US citizen or greencard holder living anywhere in the world is considered a US resident.

If you are filing as non-resident of the US (1040NR):
Number of days you spent in the US for any purpose? (business / pleasure) ____________________
Note: Schedules OI and 8840 may be required as part of 1040NR

If you are filing as US resident (1040):

Do you need to file state taxes?	☐ Yes	☐ No	name of state
Do you need to file city taxes?	☐ Yes	☐ No	name of city
Have you paid foreign taxes (to countries other than US)?	☐ Yes	☐ No	countries, amounts, dates
Applying for additional child tax credit?	☐ Yes	☐ No	schedule 8812

For US residents, who live in Canada:
All Canadian sourced incomes must be declared
If you own more than 9% of a Canadian corporation, you may have to report activities on **Form 5471**
If you have an RRSP/TFSA account in Canada, you may have to report these assets on **TD F 90 - 22.1 FBAR**
If you are a trustee / beneficiary of a trust, you may have to report these activities on **Form 3520-A**
To report health coverage exemption, use **Form 8965**

Income Sources *(US based income) (check all that apply)*

Sources: ☐ Employment ☐ Commissions ☐ Investments
☐ Social security ☐ Rental income ☐ Self employment

Real Estate Property			Info Required
Do you own a principal residence in the US?	☐ Yes	☐ No	purchase year, price, FMV
Do you own a principal residence outside the US?	☐ Yes	☐ No	purchase year, price, FMV
Do you own a rental property in the US?	☐ Yes	☐ No	purchase year, price, FMV
Do you own a rental property outside the US?	☐ Yes	☐ No	purchase year, price, FMV
Did you sell any real estate properties?	☐ Yes	☐ No	sale price

Documents Checklist

Please provide us with documents that apply to you from the following list:

Income documents	Itemized Deductions
☐ W-2 form	☐ Childcare records
☐ 1099-MISC commission and other earnings	☐ Realty taxes paid
☐ Schedules K-1	☐ Mortgage interest paid (form 1098)
☐ 1042-S scholarship / fellowship grants	☐ Donations: cash & non cash
☐ Director's fees	☐ Educator expenses
☐ Profit sharing income	☐ Tax preparation fees
☐ 1099-R pension/IRA/annuity income	☐ Medical expenses
☐ 1099-SSA social security	☐ Health insurance (1095-A/B/C)
☐ RRB-1099 railroad retirement board income	☐ Tuition fees paid (1098-T)
☐ 1099-INT / 1099-OID interest income	☐ Student loan interest (1098-E)
☐ 1099-DIV dividend income	☐ Investment expenses
☐ 1099-B / 1099-S income from stock sale	☐ Investment interest
☐ 1099-B income from real estate sale	☐ Moving expenses
☐ 1099-G unemployment, state tax refund	☐ State and local taxes paid
☐ W-2G gambling income	☐ Estimated tax payments (1040ES)
☐ Alimony or child support received	☐ Health savings account (5498-SA)
☐ 1099-SA health savings account	☐ IRA contribution (5498)
☐ 1099-LTC long term care reimbursements	☐ Other 5498 series (5498-QA / ESA)
☐ Jury duty records / hobby income / prizes & awards	☐ Health coverage exemption form 8965
☐ Other income (1099)	☐ Other deductions

New Client Acceptance Checklist *(FOR OFFICE USE ONLY)*

Have we made initial assessment to move forward with further screening?	Yes / No / N/A
Has client integrity and reputation / image been considered?	Yes / No / N/A
Have we considered the need to contact prior accountants?	Yes / No / N/A
Has the client’s business acumen been considered?	Yes / No / N/A
Do we have internal competence to perform engagement?	Yes / No / N/A
Do we have internal resources to complete and deliver work on time?	Yes / No / N/A
Are there any significant threats to independence?	Yes / No / N/A
Is our firm free of any conflicts of interest with the client?	Yes / No / N/A
Are there any issues to the collection of professional fees?	Yes / No / N/A
Decision made to accept or decline client:	Accept / Decline