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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:SingleSeparatedWidowedMarriedCommon LawFiling Status:SingleSeparatedWidow(er)Married (jointly)Married (separately)									
Citizenship Status / Residency Status in US / Other Info				Info Required					
Citizenship status:		citizen	Greencard	Work visa holde	er				
Residency status:		US resident	US non reside	ent					

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?

Do you need to file city taxes?

Have you paid foreign taxes (to countries other than US)? Applying for additional child tax credit?

Yes	No		
Yes	No		
Yes	No		
Yes	No		

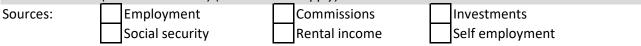
name of state name of city countries, amounts, dates schedule 8812

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)



Real Estate Property

Do you own a principal residence in the US? Do you own a principal residence outside the US? Do you own a rental property in the US? Do you own a rental property outside the US? Did you sell any real estate properties?

Yes	No
Yes	No

Info Required

purchase year, price, FMV purchase year, price, FMV purchase year, price, FMV purchase year, price, FMV 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 com	mission and other earnings		Realty taxes paid			
Schedules K-1			Mortgage interest paid (form 1098)			
1042-S scholars	hip / fellowship grants		Donations: cash & non cash			
Director's fees			Educator expenses			
Profit sharing ind	come		Tax preparation fees			
1099-R pension	/IRA/annuity income		Medical expenses			
1099-SSA socia	security		Health insurance (1095-A/B/C)			
RRB-1099 railro	ad retirement board income		Tuition fees paid (1098-T)			
1099-INT / 1099	-OID interest income		Student loan interest (1098-E)			
1099-DIV divide	end income		Investment expenses			
1099-B / 1099-S	income from stock sale		Investment interest			
1099-B income	from real estate sale		Moving expenses			
1099-G unemp	oyment, 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 t	erm care reimbursements		Other 5498 series (5498-QA / ESA)			
Jury duty record	s / hobby income / prizes & awards		Health coverage exemption form 8965			
Other income (1	099)		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:	Accep	t	/ [Decl	ine