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# U.S. PERSONAL INCOME TAX CHECKLIST

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| Personal INFORMATION | |  |
| Full name: |  | U.S. SSN: |
| Street Address: |  | City, Province & Postal Code: |
| Telephone number: |  | Date of birth: |
| Cell number: |  | Occupation: |
| Fax number: |  | Marital Status: |
| Email |  | Citizenship: |

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| SPOUSE INFORMATION | |  |
| Full name: |  | U.S. SSN: |
| Telephone number: |  | Date of birth: |
| Cell number: |  | Occupation: |
| Email |  | Citizenship: |

|  |  |  |
| --- | --- | --- |
| dependent information | |  |
| Full name: |  | Full name: |
| U.S. SSN: |  | U.S. SSN: |
| Date of birth: |  | Date of birth: |
|  |  |  |
| Full name: |  | Full name: |
| U.S. SSN: |  | U.S. SSN: |
| Date of birth: |  | Date of birth: |

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| TAX INFORMATION CHECKLIST |  |

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|  | Copy of your prior year tax return if not prepared by Lohn Caulder |
|  | Copy of your 2015 Canadian T1 return if not prepared by Lohn Caulder (including the relevant T4, T5, RRSP tax slips) |
|  | Copies of U.S. tax info including Form(s) W-2, 1099 (interest, dividends etc…), K-1, 1098, 1099-B (gains/losses) |
|  | Copies of broker statements and/or details of stock, bond, mutual fund and other investment transactions. NOTE: For U.S. tax purposes we require original purchase date and sale date in order to determine whether short-term or long-term treatment is appropriate |
|  | Copies of any notices or letters received from the IRS |
|  | Do you own a 10% or more interest in any non-U.S. private entity such as a corporation or partnership? If so please provide the financial statements and tax filings of the entity for the 2015 tax year |
|  | Do you have investments in non-U.S. mutual funds and/or income trusts? If so please provide copies of all brokerage statements for your non-registered accounts |
|  | If you have a TFSA account(s) please provide summary of income and gains/losses for the year |
|  | Do you have business or professional income? If yes complete a copy of the Schedule C supplement for each business |
|  | Did you earn rental income from a property during the year? If so please complete a separate Schedule E supplement for each rental property |
|  | Did you have an interest in or signing authority over foreign bank and/or financial accounts with an aggregate value of over $10,000 US at any time during the year? If so you are required to file Form 114. Please complete an FBAR supplementary form to provide this information |
|  | Did you reside outside the United States for the entire calendar year (2015) and do you plan to claim the Foreign Earned Income (and Foreign Housing Exclusion) if applicable? |
|  | If you moved during the year please provide details of the move including the move date, the purpose of the move, your old address, new address and new employer or business address as well as income earned at the new place of business or employment after the move date |

**Standard Deduction or Itemized Deductions**

Taxpayer’s are entitled to claim a standard deduction of $6,300 ($12,600 for Married Filing Jointly). However, if it is more beneficial the taxpayer can also elect to itemize their deductions. Please complete the table below so that we may determine if it is more beneficial for you to claim the Standard Deduction or Itemized Deductions

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| --- | --- | --- | --- |
| Itemized deductions | |  | |
| Mortgage Interest |  | Property tax (personal residence) |  |
| State sales tax |  | Property tax (investment property) |  |
| Medical expenses |  | Accounting fees |  |
| Charitable donations - cash |  | Non-cash donations |  |
| Investment fees |  | Investment interest |  |
| Safe deposit box fee |  | State income taxes |  |
| Employment expenses |  | Other |  |