



**2016 U.S. INCOME TAX RETURN CHECKLIST**  
 (Please complete and return with relevant information)

Please use this checklist to help organize all the items required to complete your tax return. Please check off the appropriate boxes. Please be sure to advise us of any changes in address or marital status.

Name: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Name: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Children: \_\_\_\_\_

Phone: \_\_\_\_\_ (during day)                      \_\_\_\_\_ (home)                      \_\_\_\_\_ (cell phone)

Email: \_\_\_\_\_

	'X'	Additional information
<b>INCOME:</b>		
Employment (W-2)	<input type="checkbox"/>	_____
Dividends and interest (need 1099)	<input type="checkbox"/>	_____
Social Security (need 1099)	<input type="checkbox"/>	_____
IRA, Pension income (need 1099)	<input type="checkbox"/>	_____
State and local refunds	<input type="checkbox"/>	_____
Gambling winnings and losses	<input type="checkbox"/>	_____
Brokerage statements showing investment transactions for stocks, bonds, etc.	<input type="checkbox"/>	_____
Schedule(s) K-1 showing income or loss from partnerships, S corporation or estates and trusts	<input type="checkbox"/>	_____
All other miscellaneous income slips from inside or outside the U.S.	<input type="checkbox"/>	_____
Business income and expenses (please complete schedule found at <a href="http://www.blrca.ca">www.blrca.ca</a> )	<input type="checkbox"/>	_____
Rental property income and expenses (please complete schedule found at <a href="http://www.blrca.ca">www.blrca.ca</a> )	<input type="checkbox"/>	_____
Copies of closing statements regarding a purchase or sale of real property.	<input type="checkbox"/>	_____
Alimony received	<input type="checkbox"/>	_____

**DEDUCTIONS**

- Total amount paid for real estate taxes  \_\_\_\_\_
- Form 1098 or other for mortgage interest, student loan interest or investment interest  \_\_\_\_\_
- Form 1098 for tuition expenses  \_\_\_\_\_
- Medical expenses if substantial  \_\_\_\_\_
- Charitable donation receipts and the amount of non-cash contributions paid in the year  \_\_\_\_\_
- Details of your employment expenses, legal fees, or investment fees  \_\_\_\_\_
- Details of your child care expenses  \_\_\_\_\_
- Moving expenses  \_\_\_\_\_
- Alimony paid  \_\_\_\_\_
- List of all estimated tax payments made and the dates paid  \_\_\_\_\_
- Form 1095 for your health insurance coverage  \_\_\_\_\_
- Copy of your Canadian tax return for the year if prepared by another accountant including all tax information slips**  \_\_\_\_\_

**FOREIGN PROPERTY REPORTING**

- Does your total foreign property have a value of \$10,000 or more at any time during the year?  \_\_\_\_\_
- Do you own any of the following?
  - Canadian Bank accounts  \_\_\_\_\_
  - Canadian investment accounts  \_\_\_\_\_
  - Registered retirement savings plans or income funds (RRSP or RRIF)  \_\_\_\_\_
  - Registered education savings plans (RESP)  \_\_\_\_\_
  - Tax free savings accounts (TFSA)  \_\_\_\_\_
  - Other bank accounts, investments or property outside of the U.S.  \_\_\_\_\_

If any of the above apply, please provide

- Account number
- Institution name
- Institution or branch address
- Type of account (ie RRSP/trading/checking/etc.)
- Is it held joint? If so, with who?
- Highest value reached in the year
- (Also applies to accounts you have signing authority over)

For RESPs, Annual investment statements showing all contributions, grants, and income earned

For TFSAs, Summary of income earned in the account each year broken down by income type (interest, dividends, capital gains, etc.)

- Do you own a Canadian Controlled Private Corporation? If yes, please provide:  \_\_\_\_\_
  - Financial statements
  - Corporate tax return
  - Percentage of ownership

**Please provide any other information you think may be relevant**