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CHARTERED PROFESSIONAL ACCOUNTANTS
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2018 US CLIENT INTERVIEW CHECKLIST

File Number: _____ (1) Name(s): _____ (1) Birthdate: _____
File Number: _____ (2) Spouse: _____ (2) Birthdate: _____

CHECK ITEMS APPLICABLE TO YOU

NAME 1:

NAME 2:

Determining US Citizenship (1040 required) or Non-resident alien (1040NR required)

Born in the US

Born in Canada to 2 US Citizens

Born in Canada to 1 US Citizen

-if born **on or after Nov 14, 1986**, parent resided in US for 5 years
(2 of these years were after that US parents 14th birthday and 5 years do not have to be consecutive)

-If born **before Nov 14, 1986**, US parent resided in the US for 10 years
(5 of those years after that US parents 14th birthday and 10 years to not have to be consecutive)

Green card holder

Green Card Holders – when are you giving up the green card?

US Citizens

Taxed on worldwide income. Tax treaty allows for Earned tax credit (on CAD earned income such as wages) on US return and Foreign tax credit (for any US taxes paid) on Canadian return.

Marital Status – if married is your spouse a US citizen ?

Need SSN of both parties (if applicable)

Do you have dependents? If so, we will need their SSN to claim as dependents.

Do you have a US passport? Provide copy

Have you been filing US returns?

If so, provide last years copy of 1040 return

If not, need to file last **3 years** of 1040 returns and **6 years** of FBARS

Filing due dates:

Due dates for US citizens residing outside of the United States **JUNE 15th**

Extension can be granted to Oct 15th with filing of form 4868

FBAR Requirements:

FBAR (Foreign Bank Account Report) **REQUIRED** for all US citizens.

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- Total of foreign bank accounts (outside of USA) totaling more than \$10,000 – need to file (includes bank accounts you have signing authority on)
 - Need details of bank accounts and maximum values of each account in year.
 - Failure to file is **\$10,000 penalty per year** not filed (quite punitive)
 - If you have TFSA, RESP, RDSP accounts then we will need the income that was earning in these account in the year as this type of income is reported on the US return

Foreign corporations:

Are you a shareholder of a foreign corporation?

- If so, what percentage of shares do you hold?
- Are the shareholders related?
- May need details of the foreign corporation for Form 5471 and GILTI tax

Gift Taxes:

Have you received a gift or inheritance from a non-US person? If so, we need the amount as this is reported on US tax return. If gift is more than \$15,000 (2018 exemption amount) then there may be taxes owing.

Estate Taxes:

If you die with estate over the available unified credit, there may be taxes owing. 2018 unified credit amount is \$5.6million per individual. (11.2 million for married couple)

Types of income:

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- Canadian source income (need copy of CAD return and/or all CAD slips)
 - US Social security
 - US interest – 1099 INT
 - US Dividend – 1099-DIV
 - Capital transactions – 1099B
 - Pension Income – 1099R
 - Partnership Income – K-1
 - Business Income – 1099 MISC
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Common Itemized deductions:

- Medical /dental expenses
 - Real Estate taxes
 - Personal property taxes
 - Home Mortgage interest
 - Donations
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Non Resident alien

Are only taxed on income from US sources

- US Wages (W2 forms)
- Gambling winnings – withholdings – may want to file US return to get back withholdings
- Rental properties in the states
- Sale of property in the states
- Interest
- Dividends
- Capital gains

How many days were you in the states in the last 3 years? _____

May have to file Form 8840 closer connection form

Do you have an ITIN (individual tax identification number) If not, then we will need to apply for one with W7 application and filing of return.

Do you have a working visa? What type of working visa? Provide copy

Due dates for 1040NR returns:

- Taxpayers who are employees and receive wages subject to US income tax withholding **APRIL 15TH**
- Taxpayers who do not receive wages. (ie: gambling winnings, rental income, sale of property) **JUNE 15TH**
- Extensions can be granted to Oct 15th or Dec 15th by filing form 4686

- US Tax Return Required 1040 NR / 1040
- Form 8840 Required

Date prepared: _____

Client signature: _____

Staff signature: _____

Other notes:

Notification: Phone / Text / Email

Signing: Office / Email / Fax

Delivery: Pickup / Portal / Mail