2023 U.S. Tax Return Checklist

To help you assemble your financial information for the preparation of your tax return, please keep this checklist handy. Complete the checklist and return it to us assembled together with your financial information. If your prior year US tax return was not filed by us, please provide us a copy of the most recent filed US tax return. If you are a US citizen living in Canada, some of the questions may not applicable to you. To send us your documents in a secure manner rather than via email, please use our secure file exchange service: https://files.yalepgc.ca/filedrop/office

Personal Information (For existing clients - please update any changes)

Name ______________________ Birthday ___ / ___ / _____ (MM DD YYYY)

Apt ______ Street # ______ Street Name ______________ City ______________

State/Province ______________ ZIP/Postal Code ____________ PO Box ________

Country ______________ Country of Citizenship ______________

SSN/ITIN ______________ Type of US Visa (if applicable) ______________

Phone ______________ E-mail ______________

Canadian SIN (if applicable) ______________ Occupation ______________

Marital Status ☐ Single ☐ Married ☐ Common-Law ☐ Separated ☐ Divorced ☐ Widowed

** US Situs bank account for Direct deposit - please provide Bank name, Type, Account number and Routing number

Days stayed in United States in past 3 years: 2023 ________ 2022 ________ 2021 ________

Spouse Information (If Applicable)

Name ______________________ Birthday ___ / ___ / _____ (MM DD YYYY)

SSN/ITIN ______________

Dependent Information (List all dependents if applicable)

Name ______________________ Birthday ___ / ___ / _____ (MM DD YYYY)

SSN/ITIN ______________

	YES	NO	INFORMATION REQUIRED IF YES
EMPLOYMENT & OTHER INCOME			
1. Regular earnings.	☐	☐	W-2 form, provide copies of the W-2 slips.
2. Business and other earnings.	☐	☐	W-2 or 1099 forms, provide copies of the slips, i.e. 1099-NEC, 1099-G, 1099-Misc, for self-employed income - provide summary of income and expense
PENSION, RETIREMENT, ANNUITY INCOME			
1. Pension/IRA/Annuity income.	☐	☐	1099 – R and other personal income information.
2. Social security.	☐	☐	1099 – SSA.
INVESTMENT INCOME			
1. Interest income.	☐	☐	1099-INT. Taxable interest, interest penalties, interest on US saving bonds or Treasury notes, and tax withheld.
2. Dividend and bond income.	☐	☐	1099-DIV reports the ordinary dividends, total capital gains, qualified dividends, non-taxable distributions, federal income tax withheld, foreign tax paid and foreign source income.
3. Income from stock sale.	☐	☐	1099-B Summarizes transaction, will show gain or loss or brokerage statement.
4. Income from real estate sale.	☐	☐	1099-S provides details of sale of home.
5. Cryptocurrency (i.e. Bitcoin, ETH etc.)	☐	☐	Provide details of sale of cryptocurrency
OTHER INCOME			
1. Unemployment, state tax refund.	☐	☐	1099 – G.
2. Gambling income?	☐	☐	W-2G or records showing income, as well as receipts.
3. Alimony or child support received.	☐	☐	Full details.
4. Health savings account.	☐	☐	1099 – SA.
ITEMIZED DEDUCTIONS			
1. Real estate taxes paid.	☐	☐	Real estate tax bill or mortgage statement.
2. Mortgage Interests paid.	☐	☐	Form 1098 or mortgage statement.
3. Donations cash & non-cash.	☐	☐	$ ______________________
4. Medical expenses.	☐	☐	$ ______________________
5. Other deductions.	☐	☐	Provide details of any other deductions you expect to claim.
MOTOR VEHICLE EXPENSES FOR BUSINESS ONLY			
1. Fuel & Oil.	☐	☐	$ ______________________
2. Insurance.	☐	☐	$ ______________________
3. License and registration.	☐	☐	$ ______________________
4. Maintenance and repairs.	☐	☐	$ ______________________

	YES	NO	INFORMATION REQUIRED IF YES
5. Lease costs.	☐	☐	$ ____________
6. Business parking fees.	☐	☐	$ ____________
7. Total kilometres driven during year.	☐	☐	KM ____________
8. Kilometres driven for business or employment.	☐	☐	KM ____________
9. Did you purchase or lease a new automobile in the year?	☐	☐	Provide a copy of the lease or purchase agreement.
10. Did you sell your previous vehicle?	☐	☐	Provide details.
11. Keep log book.	☐	☐	Showing total miles driven in the year, total business miles driven in the year, and purpose of the mileage.
12. Parking and toll fees.	☐	☐	$ ____________
13. Car wash, license, personal property tax, lease or interest expenses.	☐	☐	$ ____________

ALL OTHER DEDUCTIONS

	YES	NO	INFORMATION REQUIRED IF YES
1. Student loan interest.	☐	☐	For you, your spouse or dependent. $ ____________
2. Tuition fees paid.	☐	☐	For you, your spouse or dependent. $ ____________
3. Educator expense.	☐	☐	Educator’s qualified unreimbursed expenses. $ ____________
4. Health savings account contribution.	☐	☐	Form 5498 – SA. $ ____________
5. Child care costs.	☐	☐	Provide receipts.
6. IRA contributions.	☐	☐	Provide details.

OTHER INFORMATION

	YES	NO	INFORMATION REQUIRED IF YES
1. Do you have dependents who lived with you and were supported by you?	☐	☐	You may be eligible for US child tax credits.
2. At any time during the year, did you receive, sell, send, exchange, or otherwise acquire any financial interest in virtual currency?	☐	☐	Provide details.

ESTIMATED U.S. TAX PAID (Not on Tax slips)

	YES	NO	INFORMATION REQUIRED IF YES
1. IRS estimated tax paid for the year.	☐	☐	$ ________ Please provide proof of payments.
2. State and local income tax paid.	☐	☐	$ ________ Please provide proof of payments.

RENTAL INCOME

	YES	NO	INFORMATION REQUIRED IF YES
1. Details of owners & partners.	☐	☐	Provide first & last name, % of ownership.
2. Address of property.	☐	☐	Provide complete address.
3. New properties acquired.	☐	☐	Provide purchase legal closing documents & details.
4. Change of use of rental property.	☐	☐	Provide date & details.
5. Sale of rental property.	☐	☐	Provide sale documents & details of sale.

	YES	NO	INFORMATION REQUIRED IF YES
6. Gross revenue (excluding sales tax).	☐	☐	$ ______________________
7. Expenses.	☐	☐	
Please provide amount per category: (i.e. advertising, insurance, interest, R&M, management fee, professional fee, property tax utilities, travel etc.)			______________________ ______________________ ______________________ ______________________

SALE OF YOUR HOME

	YES	NO	INFORMATION REQUIRED IF YES
If you sold your house, please provide purchase date, sold date, proceed of sale, cost and additions and selling expense. Indicate period of the house used as principal home.	☐	☐	______________________ ______________________ ______________________ ______________________

CANADIAN UNDERUSED HOUSE TAX

	YES	NO	INFORMATION REQUIRED IF YES
Do you own Canadian residential property and not a Canadian citizen or Permanent Resident of Canada?	☐	☐	Speak to an accountant, you may need to file UHT-2900 in Canada. If you own residential property in certain cities, the municipal Vacant Tax filing may be required (i.e. Toronto, Vancouver, Ottawa etc.)

FORM FinCEN 114 (FBAR)

	YES	NO	INFORMATION REQUIRED IF YES
1. Was the combined value of all your BANK, INVESTMENT & RRSP/ RRIF accounts $10,000 or more outside of United States at any time during the year?	☐	☐	Speak to an accountant for worksheet to complete. May be required to also file form 8938 by the tax return due date. If you own a significant amount of assets outside of United States, speak to an accountant (i.e. over $50K if you live in US, or over $200,000 if you live aboard).

OTHER ACCOUNT INFORMATION

	YES	NO	INFORMATION REQUIRED IF YES
1. Did you own a TFSA?	☐	☐	Speak to an accountant & provide annual statement of activity.
2. Did you contribute to an RESP (Registered Educations Savings Plan)?	☐	☐	Speak to an accountant & provide annual statement of activity.

FORM 3520 & 3520 - A FOREIGN TRUST ACTIVITIES

	YES	NO	INFORMATION REQUIRED IF YES
1. Are you a trustee or a beneficiary of a foreign (non-US) trust?	☐	☐	Name & address of beneficiaries & trustees. T3 tax return & financial statements. US tax ID number for beneficiary & trustee.

FORM 5471: OWNERSHIP OF A FOREIGN (NON-US) CORPORATION

	YES	NO	INFORMATION REQUIRED IF YES
1. Do you own directly, indirectly, or constructively 10% or more of stock in a foreign corporation?	☐	☐	Speak to an accountant & provide copy of financial statement.
2. If the answer to the above is yes, do you hold 50% of total combined voting power directly, indirectly, or constructively?	☐	☐	Speak to an accountant & provide copy of financial statement.

FORM 8621: INFORMATION RETURN OF PFIC

	YES	NO	INFORMATION REQUIRED IF YES
1. Do you own PFIC Investments as a US person?	☐	☐	Speak to an accountant and provide your PFIC Investment details.