

## 2024 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 be 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

If you have an Identify Protection PIN (IP PIN) setup with IRS, please provide the PIN# \_\_\_\_\_

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

Do you authorize IRS to withdraw funds from your bank account for tax owing?

2024 Tax owing and    2025 Estimated Tax

Days stayed in United States in past 3 years:    2024 \_\_\_\_\_    2023 \_\_\_\_\_    2022 \_\_\_\_\_

### **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 \_\_\_\_\_

**EMPLOYMENT & OTHER INCOME**

- 1. Regular earnings.
- 2. Business and other earnings.

W-2 form, provide copies of the W-2 slips.

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.
- 2. Social security.

1099 – R and other personal income information.

1099 – SSA.

**INVESTMENT INCOME**

- 1. Interest income.
- 2. Dividend and bond income.
- 3. Income/gain from stock sale.
- 4. Income from real estate sale.
- 5. Cryptocurrency (i.e. Bitcoin, ETH etc.)

1099-INT. Taxable interest, interest penalties, interest on US saving bonds or Treasury notes, and tax withheld.

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.

1099-B Summarizes transaction, will show gain or loss or brokerage statement.

1099-S provides details of sale of home.

Provide details of sale of cryptocurrency

**RENTAL INCOME**

- 1. Details of owners & partners.
- 2. Address of property.
- 3. New properties acquired.
- 4. Change of use of rental property.
- 5. Sale of rental property.
- 6. Gross revenue (excluding sales tax).
- 7. Expenses.

Provide first & last name, % of ownership.

Provide complete address.

Provide purchase legal closing documents & details.

Provide date & details.

Provide sale documents & details of sale.

\$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**

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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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. Investment interest expenses | \$ _____   |
| 6. Casualty and theft losses    | Provide details of damages and insurance reimbursement.      |
| 7. Other deductions.            | Provide details of any other deductions you expect to claim. |

**ALL OTHER DEDUCTIONS**

- |   |   |
|---|---|
| 1. Student loan interest.               | Please provide 1098-E<br>\$ _____                       |
| 2. Tuition fees paid.                   | Please provide 1098-E<br>\$ _____                       |
| 3. Educator expense.                    | Educator’s qualified unreimbursed expenses.<br>\$ _____ |
| 4. Health savings account contribution. | Form 5498 – SA.<br>\$ _____                             |
| 5. Child care costs.                    | Provide receipts.                                       |
| 6. IRA contributions.                   | Provide details.  |

**OTHER INFORMATION**

- |   |   |
|---|---|
| 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)**

- |   |  |
|---|--|
| 1. IRS estimated tax paid for the 2024 year.          | \$ _____ Please provide proof of payments. |
| 2. State and local income tax paid for the 2024 year. | \$ _____ Please provide proof of payments. |

**CANADIAN UNDERUSED HOUSE TAX**

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)**

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**

- 1. Did you own a TFSA?
- 2. Did you contribute to an RESP (Registered Educations Savings Plan)?

Speak to an accountant & provide annual statement of activity.  
Speak to an accountant & provide annual statement of activity.

**FORM 3520 & 3520 - A FOREIGN TRUST ACTIVITIES**

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**

- 1. Do you own directly, indirectly, or constructively 10% or more of stock in a foreign corporation?
- 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.  
Speak to an accountant & provide copy of financial statement.

**FORM 8621: INFORMATION RETURN OF PFIC**

1. Do you own PFIC Investments as a US person?

Speak to an accountant and provide your PFIC Investment details.