

Employee initials:

Deposit date:

Complete deposit:



LIST: DOCUMENTS TO BRING (US)

Name of requestor

Name of partner

Documents to bring

Please sort your documents in the order of the documents in this list.



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Mandatory

- Last income tax return (**only for new costumers**)
- Check specimen for direct deposit (U.S.A. Bank only)

Income (U.S. residents or green card holders only)

- Copy of your Canadian income tax return
- Income earned in Tax Free Savings Account
- Income earned in Registered Education Savings Plan (including grants)
- Details about disposition of principal residence

Income (All clients)

- Employment income; W2
- Investment income: 1099-DIV, 1099-Int
- Capital gains, 1099-B or a list of all transactions (including purchase and sold date)
- Retirement and social security income 1099-R, SSA-1099
- State / local tax refund 1099-G
- Scholarship
- Employment Insurance (unemployment)
- Welfare; Statement of benefits;
- Self-employed (income & expenses) (Fill **our** questionnaire, **no invoices** please)
- Rental income (income & expenses) (Fill **our** questionnaire, **no invoices** please)
- Income subject to withholding; 1042-S

Deductions

- IRA or ROTH IRA, Official receipts
- Tuition fees
- Student: Interest paid on student loans – Bank account statement
- Charity donation
- Child care expenses

U.S. citizens, U.S. residents, or green card holders

- US Financial Reporting questionnaire
- TFSA annual statement for each account
- 709 Gift tax - if you gave gifts of more than 14 000\$ to anyone.

Others

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Fees estimation detail

Item	Appointment	Estimated quantity	Fee before taxes
U.S. income tax – federal – tax master			399.95\$
U.S. income tax – federal – accountant			299.95\$
U.S. income tax – per state	Please consult this column to see if an appointment is required.		189.95\$
Loyal client discount			- 17.00\$
Discount - no appointment required - subject to the expert's discretion			-37.00\$
Work expenses schedule		Optional	
Rental income schedule	See form for instructions		134.95\$
Business income (self-employment)	Optional		134.95\$
Remote management	n/a		65.95\$
Express services	n/a		Depending on date
Supplement – file deposited after March 14th	n/a		12.50\$
Supplement – file deposited after March 31st	n/a		25.00\$
Registered mail (by recipient / envelope)	n/a		38.50\$
3520-3520A Foreign trust (TFSA and RESP, etc) - price per account	Optional		125.00\$
8621 Mutual funds - price per account	Optional		20.00\$
FBAR - Foreign Bank Account Reporting - minimum 75\$	Optional		Billed per minute Technician : 2.35\$ Accountant: 3.60\$ Tax master : 6.55\$
8938 Specified Foreign assets - mininum 100\$+tx	Optional		
5471 Shareholder / Administrator foreign company - min. per company 400\$	Optional		
8833 / 8840 Treaty-based position - Closer connection	Optional		
Fill our financial questionnaire	n/a		
Foreign exchange calculation, Capital Gain or losses, Multiple tax slips	Optional		
Foreign tax credit	Optional		

Conditions

Pricing

I acknowledge and accept the prices above. A deposit could be required. In the eventuality some elements have not been identified at the moment of **evaluation**, I will be contacted to seek my approval for the price.

Payment by cash or debit card only.

Service without appointment

I understand I will not meet an accountant.

I understand that in cases where an appointment is recommended, some optimizations are only possible by appointment only.

I understand the technicians are not trained to give tax information when picking up my return.

It is possible to change to the service with appointment, but discount is then lost.

Maximum 4 weeks of treatment, unless Express Service is chosen.

Treatment delays begin once all documents are received (complete file).

Pick-up

Appointment

Service with appointment

I understand I must not bring any missing documents before my appointment. The information will be treated during the meeting.

Accountant : _____



QUESTIONNAIRE: UNITED STATES

Drop-in : / / (MM/DD/YYYY)

Requestor

Mr. Mrs.

Last name:
 First name:

Partner

Mr. Mrs.

Last name:
 First name:

Tax reports to produce (years): eg: «2017» or «2015 to 2017»

Do you require express service ? Yes No Do you require an appointment with an advisor ? Yes No

Check if the following informations are the same

Date of birth: / / (MM/DD/YYYY)
 U.S. SSN or ITIN:
 Occupation:
 Phone (day):
 Phone (night):
 Email:
 Address: Apt.:
 City: Province:
 Postal code:

Check if the following informations are the same

Date of birth: / / (MM/DD/YYYY)
 U.S. SSN or ITIN:
 Occupation:
 Phone (day):
 Phone (night):
 Email:
 Address: Apt.:
 City: Province:
 Postal code:

Civil status

Single or common law partner Married Separated Divorced Widowed

If your civil status has changed this year: Preceding status: Date of change: / / (MM/DD/YYYY)

Residency details

Me		My spouse		Is a U.S. citizen	Me		My spouse		Is a green card holder	Me		My spouse		Resided in the U.S.
Y	N	Y	N		Y	N	Y	N		Y	N	Y	N	

If yes to one of the three previous questions, please answer the rest of this section:

Me	My spouse		Me	My spouse					
Y	N	Y	N	Has sold a principal residence	Y	N	Y	N	Has owned more than 50 000\$ of assets outside U.S.A at any moment
Y	N	Y	N	Made a gift of more than 14 000\$ to any person	Y	N	Y	N	Has owned a Tax Free Savings Account (Form 3520/3520A)
Y	N	Y	N	Has owned any mutual funds	Y	N	Y	N	Has owned a Registered Education Savings Plan (Form 3520/3520A)
Y	N	Y	N	Owens an interest in a foreign partnership (Form 8865)	Y	N	Y	N	Is an administrator / shareholder of a foreign company (Form 5471)
Y	N	Y	N	Has owned more than 10 000\$ of assets outside U.S.A at any moment					

Dependents (Childs, parents, grands-parents, etc. residing at same address)

First name	Last name	Gender	Date of birth (MM/DD/YYYY)	U.S SSN or ITIN	Is a U.S. citizen
.....	M	F / /	Yes No I don't know
.....	M	F / /	Yes No I don't know
.....	M	F / /	Yes No I don't know

Details:

How did you learn about our firm, or who refered you to us ?

If NOT a U.S. citizen or resident or green card: Please fill Section A
 If U.S. citizen or resident or green card: Please fill Section B
 Please fill in your spouse information ONLY if he/she requires also a tax return

Section A

	Me		My spouse	
A. Of what country or countries were you a citizen or national during the tax year ?			
B. In what country did you claim residence for tax purposes during the tax year ?			
C. Have you ever applied to be a green card holder (lawful permanent resident) of the united States ?	Yes	No	Yes	No
D1. Were you ever a United States citizen?	Yes	No	Yes	No
D2. Were you ever a green card holder (lawful permanent resident) of the United States ?	Yes	No	Yes	No
E. On the last day of the tax year, if you had a visa: Visa type :				
If you did not have a visa: Immigration status :				
F. Have you ever changed your visa type (nonimmigrant status) or U.S. Immigration status ?	Yes	No	Yes	No
If you answered «Yes» : Date of the change: / / (MM/DD/YYYY) / / (MM/DD/YYYY)			
Nature of the change:				
H. Number of days (including vacation, nonworkdays and partial days) you were present in the United States	The year to file:	
	The year before:	
	Two years before:	
I. Did you file a U.S. income tax return for any prior year ?	Yes	No	Yes	No
If you answered «Yes» : Latest form filed:	(Form number)	 (Form number)	
Tax year filed:			

Section B

	Me		My spouse	
A. Of what country are you a citizen/national (ex. Canada and USA)?			
B. From what date have you been residing in Canada? / / (MM/DD/YYYY) / / (MM/DD/YYYY)			
C. Were you an owner or a tenant?	Owner	Tenant	Owner	Tenant
D. What are your terms of employment (ex. Permanent employee)?			
E. Enter the type of visa under which you entered Canada:			



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