

Employee initials:

Deposit date:

Complete deposit:



LIST: DOCUMENTS TO BRING (US)

Name of requestor

Name of partner

Documents to bring

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 customers)

- 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
- Medical fees (Total of Invoices, **no invoices** please)
- Charity donation
- Mortgage interest; 1098
- Real estate taxes / school taxes
- Moving fees
- 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	Estimated quantity	Fee before taxes
U.S. income tax – federal – tax master		359.95\$
U.S. income tax – federal		289.95\$
U.S. income tax – per state		179.95\$
Work expenses schedule		129.95\$
Rental income schedule		129.95\$
Business income (self-employment)		129.95\$
Remote management		59.95\$
Express services		Depending on date
Loyal customer discount		- 15.00\$
Supplement – file deposited after March 14th		12.00\$
Supplement – file deposited after March 31st		24.00\$
Registered mail (by recipient / envelope)		35.00\$
Moving fees		
FBAR		Billed per minute
8938, 3520, 3520-A, 5471, 8621, 8833, 8840, 8865		Technician : 2.25\$
Foreign exchange calculation		Tax master : 6.25\$
Capital Gain or losses		
Multiple tax slips		

Conditions

I acknowledge and accept the prices above. In the eventuality some elements have not been identified at the drop of the file, I accept that the work is done, unless the difference with the estimated price is more than 20%. In that case, I will be contacted to seek my approval.

X

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

Total fees are payable from the deposit of documents.

Minimum treatment period is 2-4 weeks unless Express Service is purchased.

Client agrees he has no other information to transmit.

X

X

X

X

Appointment

Your accountant: