

# Full Questionnaire

For US Returns

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Client Information

Taxpayer	Spouse
Full Name _____	Full Name _____
Preferred Name _____	Preferred Name _____
Legal Gender _____ Male _____ Female	Legal Gender _____ Male _____ Female
Disabled _____	Disabled _____
Date Of Birth _____	Date Of Birth _____
SSN#/ITIN# _____	SSN#/ITIN# _____
Name on SSN/ITIN Card _____	Name on SSN/ITIN Card _____
Foreign Tax ID # _____	Foreign Tax ID _____
Name on Foreign Tax ID Card _____	Name on Foreign Tax ID Card _____
Other _____	Other _____
Select all that apply:	Select all that apply:
<input type="checkbox"/> US Citizen	<input type="checkbox"/> US Citizen
<input type="checkbox"/> Canadian Citizen	<input type="checkbox"/> Canadian Citizen
<input type="checkbox"/> Green Card Holder	<input type="checkbox"/> Green Card Holder
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
Passport Number _____	Passport Number _____
Issuing Country _____	Issuing Country _____
Expiry Date _____	Expiry Date _____
Visa Type _____	Visa Type _____
Visa Number _____	Visa Number _____
Expiry Date _____	Expiry Date _____
Occupation _____	Occupation _____
Email Address _____	Email Address _____
Phone Number _____	Phone Number _____

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Residing Address (If different) \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Preferred Contact Method \_\_\_\_\_ Preferred Days/Times \_\_\_\_\_ Time Zone \_\_\_\_\_

**\* For any questions which you are unsure of the answer, please enter a question mark. \***

Marital Status as of Dec 31<sup>st</sup>:

Single  Married  Common-Law  Separated  Divorced  Widowed \_\_\_\_\_

Changed this year?  Yes  No If yes, Date of Change \_\_\_\_\_

**NOTE:** Dependents may not be limited to just children

Dependent 1	Dependent 2
First Name _____	First Name _____
Middle Name _____	Middle Name _____
Last Name _____	Last Name _____
Disabled _____	Disabled _____
Relationship _____	Relationship _____
Email Address _____	Email Address _____
Number of Months Resided with Taxpayer _____	Number of Months Resided with Taxpayer _____
Gross Income \$ _____	Gross Income \$ _____
Date Of Birth _____	Date Of Birth _____
SSN#/ITIN# _____	SSN#/ITIN# _____
Name on SSN/ITIN Card _____	Name on SSN/ITIN Card _____
Foreign Tax ID # _____	Foreign Tax ID # _____
Name on Foreign Tax ID Card _____	Name on Foreign Tax ID Card _____
Select all that apply:	Select all that apply:
<input type="checkbox"/> US Citizen	<input type="checkbox"/> US Citizen
<input type="checkbox"/> Canadian Citizen	<input type="checkbox"/> Canadian Citizen
<input type="checkbox"/> Green Card Holder	<input type="checkbox"/> Green Card Holder
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
Passport Number _____	Passport Number _____
Issuing Country _____	Issuing Country _____
Expiry Date _____	Expiry Date _____
Visa Type _____	Visa Type _____
Visa Number _____	Visa Number _____
Expiry Date _____	Expiry Date _____
Expenses - Select all that apply:	Expenses - Select all that apply:
<input type="checkbox"/> Child Care Expenses	<input type="checkbox"/> Child Care Expenses
<input type="checkbox"/> Medical Expenses	<input type="checkbox"/> Medical Expenses
<input type="checkbox"/> Education Expenses	<input type="checkbox"/> Education Expenses
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
Additional Information:	Additional Information:

## Tax Returns and Other Information

Complete the next pages for your individual situation. If filing jointly, please complete additional pages for your spouse.

### US Return – *Please provide a copy*

1. Year of last US return filed \_\_\_\_\_ Type of Return? \_\_\_\_ 1040 \_\_\_\_ 1040NR \_\_\_\_ Other \_\_\_\_\_
2. Can you or your spouse be claimed as dependent s on anyone else’s return? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Not Sure
3. Did either spouse pay more than half of the cost of keeping up the home during the year? \_\_\_\_ Taxpayer \_\_\_\_ Spouse
4. Have you or your spouse ever received a request from the IRS to a file a US return? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Not Sure
5. Did you move during the tax year(s)? \_\_\_\_ Yes \_\_\_\_ No  
If yes, date of move \_\_\_\_\_  
Previous address \_\_\_\_\_
6. State/Province of residence on Dec 31<sup>st</sup> \_\_\_\_\_ States/Province resided in during 2023 \_\_\_\_\_

### US Foreign Earned Income Exclusion (Form 2555)

1. Have you or your spouse previously filed Form 2555? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Not Sure
2. **Date residency was established outside of the United States** \_\_\_\_\_
3. While residing outside of the US did you:  
\_\_\_\_ Rent your home \_\_\_\_ Own your home \_\_\_\_ Employer provided \_\_\_\_ Other
4. Did you maintain a home in the US while residing outside of the US? \_\_\_\_ Yes \_\_\_\_ No  
Address of US home: \_\_\_\_\_
5. Were you or your spouse present in the US at any time during the last calendar year? \_\_\_\_ Yes \_\_\_\_ No  
If yes, please provide a list of dates and the purpose of each visit. (i.e February 8<sup>th</sup>-20<sup>th</sup>, April 15<sup>th</sup>-30<sup>th</sup>)

	TAXPAYER		SPOUSE	
	2022	2023	2022	2023
<b>Income</b>				
Employment income (wages)				
Earned tips or casual income				
Received interest, dividend or other investment income (1099-INT/1099-DIV)				
Received a form 1099				
Sold shares/units of stock/mutual funds				
Purchased, sold, mined, traded or owned crypto/virtual currency, NFTs				
Have income not reported on a slip or tax form (jury duty, gambling winnings, alimony, etc.)				
Ever withdrawn monies from retirement plan				
Are self-employed				
Own rental property located in the US				
Own rental property located outside of the United States				
Own <u>any</u> shares in a US LLC or other Corporation (if yes, please see “other” section)				
Own <u>any</u> interest in a partnership (if yes, please see “other” section)				
Are you the executor of an Estate (If yes, please see “trust” section)				
Received a gift or bequest during the year (if yes, please see “trust” section)				
<b>Deductions (Receipts must be available upon request by IRS/CRA)</b>	<b>2022</b>	<b>2023</b>	<b>2022</b>	<b>2023</b>
Made contributions to a retirement plan (if yes, please see “Retirement Accounts” Section)				
Paid expenses for post-secondary education for yourself or family member				
Paid medical expenses (including medical travel)				
Paid Mortgage Interest				
Paid Real Estate taxes				
Paid State tax last year/filed a state return				
Donated to charity				
Paid for preparation of last year’s tax return(s)				
Paid estimated taxes to the IRS (not reported on a tax slip or form)				
Paid student loan interest				
Incurred a casualty/theft loss				
Paid moving expenses				
Paid alimony				
Incurred employment expenses				
Purchased a home or vacation home				

## US SPECIALIZED ACCOUNTS AND REPORTING

	TAXPAYER			SPOUSE		
	YES	NO	NOT SURE	YES	NO	NOT SURE
<b>Foreign Bank Account Reporting (FBAR)</b>						
Do you have signing authority or an interest in any bank/financial accounts* outside of the United States?						
Did the combined high value of <u>ALL</u> accounts exceed \$10,000 USD at any time during the last year?						
Have you previously received a letter from the IRS requesting you file this form?						
<i>*Note: Financial accounts include checking, savings, retirement plans, life insurance policies with a cash surrender value, stock/bonds/mutual funds held inside an account, Canadian registered plans (RRSP, TFSA, RDSP, RRIF, etc.)</i>						
<b>Retirement Accounts</b>						
Do you own or contribute to a retirement/pension plan located outside of the United States?						
Is the plan sponsored by an employer?						
Have you inherited a retirement/pension plan outside of the United States?						
Have you previously made an election to defer taxation on Form 8891 or Form 8833?*						
<i>*If yes, please attach the statement showing the value of the plan(s) on December 31st.</i>						
<b>Trusts/Gifts</b>						
Do you own, contribute or are beneficiary of a tax deferred plan outside the US?						
Do you own, contribute or are beneficiary of a tax exempt plan outside the US?						
Do you own, contribute or are beneficiary of any other tax deferred/exempt plan outside of the US?						
Do you own, contribute or are beneficiary of a deferred profit sharing plan (DPSP)?						
Do you own, contribute or are beneficiary of an employer stock purchase plan (ESPP)?						
Do you own, contribute or are beneficiary of any other trust?						
<i>*If yes, please provide statements for the entire calendar year for all applicable accounts.</i>						
Have you received a gift/bequest of more than \$100,000 USD?						
Have you received more than \$15,601 USD from a corporation or partnership?						
Have you previously filed form 3520 and/or 3520A?						
Have you previously received a letter from the IRS requesting you file these forms?						
<b>Other</b>						
Do you own/have interest in 10% or more of a non-US corporation/partnership?						
<i>*If yes, please attach an income statement and balance sheet and a copy of the last return filed in respect of the applicable corporation/partnership.</i>						
Have you previously filed Form 5471 or Form 8865?						
Have you previously received a letter from the IRS requesting you file these forms?						