DEAN C. PALEY
PROFESSIONAL CORPORATION
CHARTERED PROFESSIONAL ACCOUNTANT

___________ Tax Year – Organizer

Please complete the organizer for each tax year we are filing.

This Tax Organizer is designed to help you gather the tax information needed to prepare your 1040 personal income tax return.

Enter 2014 information on the Tax Organizer pages provided. If any information does not apply to you or is incorrect, please draw a line through it or make the necessary corrections.

The Client Questionnaire asks about pertinent tax items necessary for preparing the most accurate tax return possible. Please answer all applicable questions and attach a statement when necessary for additional information not provided in the Client Organizer.

We will also need the following information:

- Forms W-2 and T4/T4A for wages, salaries and tips.
- All Forms 1099, T3, and T5 for interest, dividends, retirement, miscellaneous income,
- Social Security, state or local refunds, gambling winnings, etc.
- Brokerage statements showing investment transactions for stocks, bonds, etc.
- Schedule K-1 (T5013 for Canada) from partnerships, S corporations, estates and trusts.
- Statements supporting deductions for mortgage interest, taxes, and charitable contributions (including any Form 1098-C).
- Copies of closing statements regarding the sale or purchase of real property.
- Legal papers for adoption, divorce, or separation involving custody of your dependent children.
- Any tax notices sent to you by the IRS, CRA or other taxing authority.
- A copy of your income tax return from last year, if not prepared by this office.

Our firm is duly registered with the CRA and IRS. We will file Canadian returns electronically as required by the CRA. However, the IRS does not permit us to e-file U.S. returns and thus we must paper file.

This information attached and included is complete and correct to the best of my (our) knowledge.

Taxpayer signature: ___________________________________ Date: _____________________

Spouse Signature: _____________________________________ Date: _____________________

IDENTIFICATION

If we prepared your return last year, we already have this information. Please indicate changes.

Name		Spouse name	
Residence Address (CAN)		Residence Address (US)	
Telephone (Home)		Telephone (Cell)	
Business Address		Business Address (Spouse)	
Business Phone		Business Phone (Spouse)	
Date of Birth (yyyy-mm-dd)		Spouse date of Birth (yyyy-mm-dd)	
Citizenship/ Immigration Status	Canadian U.S. Other	Citizenship/ Immigration Status (Spouse)	Canadian U.S. Other
Social Insurance Number		Social Insurance Number	
SSN or ITIN		SSN or ITIN	
Occupation		Occupation	
Marital Status	Single Married Common Law	Divorced	Widowed
Email		Email	
Date Canadian Residence Started		Date Canadian Residence Started	
Do you want to be on the Canadian voter registration list?			Yes No

DEPENDENTS

Give details of all persons you would consider to be claimed as dependents (children, parents, etc.). All dependents born before November 1 of this taxation year need US Tax identification Numbers.

Name	Date of Birth (YYYY-MMDD)	SSN or ITIN	US Citizen or Green Card	Relationship	Months at home or in school	Net income	Full time student (5 months +)

DOCUMENTS & OTHER INFORMATION

New clients

- ☐ Last three year's 1040 tax returns
- ☐ Last three years of Canadian T1 returns (complete with all schedules and supporting slips)

All Clients

Foreign Bank Account Reporting (FBAR)

Do you have bank accounts, investment accounts (RRSP, TFSA, RRIF, non-registered), have signing authority over, or a financial interest in any assets where the combined total is over $10,000 USD? _______________

If so, do you require us to prepare and file the foreign bank account reporting?

Yes - Please complete the FBAR.

No – This does not apply to me.

No – I will file it myself.

Specific Questions

Did you sell your principal residence during the year? _______________________________

- ☐ Attach a copy of the statement of adjustments.

Document Checklist

- ☐ Signed engagement letter
- ☐ All tax slips for the year (W-2/1099/K-1, T4/T3/T5/T5013 etc.)
- ☐ Copies of all TFSA statements for the tax year[1]
- ☐ Copies of all investment brokerage statements (including RRSP, RRIF, TFSA and non-registered).[2]

[1] The TFSA's tax-free status does not apply in the U.S. and is not protected under treaty. As such, the income must be included on the 1040.

Document Checklist (Continued)

- ☐ Copies of all bank statements[3]
- ☐ List of moving expenses in the year
- ☐ List of support payments made or received (provide recipient name and SIN/SSN number(s)).
- ☐ List of child care expenses for each child
- ☐ List of children's sports activity receipts (Canada)
- ☐ List of children's art programs receipts (Canada)
- ☐ T2202 Tuition receipts for yourself, spouse or transferred from a dependent (Canada)
- ☐ Donation receipts
- ☐ Political contributions
- ☐ Medical expenses (attach receipts and summary)

Investments

Did you purchase or sell any investments during the year? Y N

Please attach all brokerage/mutual fund statements plus any 1099 and T5008's.

Real Estate Rentals

Did you purchase a rental home or receive any rental income during the year? Y N

If so, please complete the rental checklist.

Commission Sales / Employment Expenses

- ☐ A signed T2200 – Declaration of Conditions of Employment (Canada)
- ☐ Attach a summary of income and expenses
- ☐ Please provide the business number of your Canadian employer.

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[2] The IRS requires disclosure of any financial assets outside of the U.S. when the total of all such assets. The disclosure is not required if the total assets is under $200,000.

[3] See note 2 above.

Self-Employment
To assist you, we have a spreadsheet that you may use to assemble and summaries your business revenues and expenses. Please contact the office for assistance.

Your CRA business number ____

Description of your Business ____

Date you started the business ____

Do you want us to file your HST? _____________________________________

- ☐ Copies of your HST filings for the previous year
- ☐ A summary of revenues and expenses (including HST)
- ☐ If you operate from your home what percentage of the home was used for business? ____
- ☐ Provide following information in addition to direct business expenses:
    - Utility expenses
    - Property taxes
    - Home insurance
    - Mortgage interest (attach your mortgage statement)