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Member AGN International - an association of independent firms worldwide

U.S. Income Taxes

It's time to get ready to file your U.S. tax return! Indeed, personal tax season is upon us, and we are providing a checklist designed to assist you in compiling your information. The use of this checklist will improve our accuracy in preparing your return(s) and also reduce turn-around time.

We ask that you kindly bring your <u>complete</u> information to us as early as you can. The filing deadlines are as follows:

- ***U.S. citizen or resident residing in the U.S. – Thursday, April 15, 2010***
- ***U.S. citizen or resident residing and working outside of the U.S. – Tuesday, June 15, 2010***

Interest will be charged on any unpaid tax from April 15, 2010.

We will ask that you sign the **enclosed** engagement letter before we release your returns. Kindly submit the signed letter to us when you bring your information to us.

In order to reduce our administrative costs, an invoice indicating our fee will be provided with your completed returns and is payable *upon receipt*. For your convenience, invoices may be paid by Visa, MasterCard, or Interac. If you wish to pay by Visa or MasterCard, please fill out the top portion of the first page in the checklist. Included in your invoice will be all applicable out-of-pocket disbursements including photocopying, faxes, courier, etc.

Extra copies of the checklist and schedules are available should you know someone who would like Logan Katz LLP to prepare his / her U.S. personal income tax return.

We appreciate your commitment to us and look forward to working with you in the near future.

Logan Katz LLP

LOGAN KATZ LLP

NAME: ______________________________

If you wish to pay for the preparation of your income tax return(s) by VISA or MASTERCARD, please complete the following (We do not accept American Express): Visa ☐ MasterCard ☐

Card Number: ____________________ Expiry Date: ____________________

Name on Card: ____________________ Signature: ____________________

1. **If this is the first year LOGAN KATZ LLP is preparing your return**, please provide copies of your 2006, 2007 and 2008 U.S. personal income tax returns, and related tax (re) assessments. If we will not be preparing your 2009 Canadian income tax return please provide us with a copy.

   If you have decided that LOGAN KATZ LLP will not prepare your 2009 U.S. personal income tax return, kindly advise Wendy Taylor-King at 613-228-8282; extension #130.

2. If you moved during the year, please provide your new full address, otherwise we will *assume* you have the same address as in 2008:

   ___ ____________________ ____________ ____________ ____________
   No. Street, Avenue, Road Town, City Province/State Postal/Zip Code

3. Please sign and date the enclosed engagement letter and return it to us.

4. How would you like us to release the final tax return(s) to you? We will not sign on your behalf and / or deliver any returns unless specifically requested by you. Please choose one of the following:

Pick up at Logan Katz LLP offices		_____
Courier at address below	($12 - $25 in Canada)	_____
	($30 - $50 outside Canada)	_____
Mail		_____

   It is YOUR responsibility to forward the "paper copy" to the IRS (and applicable State governments) by the due dates. Please do not assume we will be doing this on your behalf without making arrangements.

   If you have chosen to have the final package sent to you by courier (marked "personal and confidential"), please provide a ***courier*** address. If you are not at home during the day, please provide your work address or another where you can receive the package personally. *A post office box number or rural route number is insufficient for courier purposes*:

   _____ ____________________ ____________ ____________ ____________
   No. Street, Avenue, Road Town, City Province/State Postal/Zip Code

   Please note that in order to reduce our administrative costs, payment arrangements for our services would be appreciated prior to sending the returns by courier.

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5. Information on taxpayer and spouse:

   Taxpayer's name:__________________, SSN:___________, Date of birth:________, Occupation:____________

   Spouse's name:____________________, SSN:___________, Date of birth:________, Occupation:____________

6. Information on each dependent:

   Full name:_______________________, SSN:____________, Date of birth:________,20___, Relationship:_______

   Full name:_______________________, SSN:____________, Date of birth:________,19___, Relationship:_______

   Full name:_______________________, SSN:____________, Date of birth:________,19___, Relationship:_______

   Did any of your dependents earn income of $3,650 U.S. or more? Yes No
   Did any of your children under age 14 earn investment income in excess of $950 U.S.? Yes No
   If yes, do you want to include your child's income on your return? Yes No

7. Please provide telephone numbers where we can reach you:

   During the day ______________________ During evening/weekend ___________________

   Fax number ______________________ E-Mail address ___________________

8. If your marital status has changed during 2009, please provide the following details (please differentiate between "married" and "common-law"):

   ______________________ Previous status

   ________________________ New status (if married include SSN of new spouse)

   _______________ Date of change

9. Did you have any interest in, or signature, or other authority over a bank, securities, or other financial account in a foreign country (includes Canada)? Yes No

10. Did you make any gifts during the year directly or in trust exceeding $13,000 U.S. per person? Yes No

11. Were you a resident of, or did you earn income in, more than one state during the year? Yes No

<u>U.S. INCOME TAX CHECKLIST</u> (Continued)
(Page 3 of 4)

INCOME		INFORMATION REQUIRED (Please indicate whether amounts provided are in USD, CAD, or other currency)
employment	__	Forms W-2
pension and annuity	__	Forms 1099R
social security benefits	__	Forms 1099 SSA
dividends	__	Forms 1099-DIV
interest	__	Forms 1099-INT
partnerships, estates, LLCs, trusts and S corps	__	Forms K-1

<u>OTHER INCOME INFORMATION</u>

state and local income tax refund(s)	__	Forms 1099 or other forms
alimony received	__	
jury fees	__	
finder's fees	__	
director's fees	__	
foreign income	__	
prizes	__	
gambling	__	
other income (tips, foreign source income, etc.)	__	
self employment (business, professional)	__	Provide details by completing *Schedule B*

<u>DEDUCTIONS</u>

IRS contributions	__	Form 8606
deductible taxes (state and local income taxes, real estate taxes, personal property tax, ad valorem tax on automobile, foreign tax withheld)	__	Receipts
mortgage interest expense	__	Forms 1098
unamortized points on residence refinancing	__	Details
other interest (student loan, investment, business)	__	Details
moving expenses	__	Provide details by completing *Schedule F*
alimony	__	Details, incl. name and SSN. of recipient
contributions (with receipt, cash, gifts in kind, expenses incurred in performing volunteer work)	__	Details
casualty or theft losses	__	Details

OVER...

medical expenses including insurance premiums and amounts reimbursed	__	Receipts, patient name
union dues, professional dues	__	Details
safety deposit box rental	__	Details
income tax preparation fees (if other than Logan Katz LLP)	__	Details
employment expenses	__	Details
child care/home care expenses	__	Details
educational expenses	__	Details
other	__	Details

OTHER IMPORTANT INFORMATION

1. Did you make tax instalments for 2009? YES NO — If yes, provide summary of instalments by level of government authority.

2. If you received an IRA distribution, which you did not rollover, provide details. If you converted IRA funds into a Roth IRA, provide details.

3. Did you receive tip income not reported to your employer? YES NO

4. Did you receive any disability payments this year? YES NO

5. Did you sell and/or purchase a principal residence or other real estate? If yes, provide settlement sheet (HUD 1) and Form 1099-S. YES NO

6. Did you receive unemployment compensation? If yes, provide Form 1099-G. YES NO

7. Did you have foreign income or pay any foreign taxes? YES NO

8. Were you the grantor, transferor or beneficiary of a foreign trust (includes RRSPs and RESPs)? YES NO

PLEASE SEE SCHEDULES A - G AND DETERMINE WHETHER THEY ARE APPLICABLE TO YOUR SITUATION. FAILURE TO COMPLETE THE SCHEDULES WILL INCREASE FOLLOW-UP TIME AND COSTS TO COMPLETE YOUR INCOME TAX RETURN(S).

*****NOTE: All figures you are required to provide should be in U.S. Dollars for the purpose of your U.S. personal income tax return preparation. If you are providing figures in Canadian Dollars, or another currency, kindly clearly indicate this, otherwise we will assume amounts are provided in U.S. Dollar currency. Time spent converting currency into U.S. Dollars will be added to our fees.***

Schedule A

Capital Gains (Losses)
(enclose all Forms 1099-B and 1099-S)

Description of asset disposed of in 2009: _________________________

Date of acquisition: __________, 19__ / 20__

Date of disposal: __________, 2009

Original cost of asset $ _____

Proceeds on disposal _____

Outlays of cash upon disposal
(i.e. broker, lawyer, other) _____

Description of asset disposed of in 2009: _________________________

Date of acquisition: __________, 19__ / 20__

Date of disposal: __________, 2009

Original cost of asset $ _____

Proceeds on disposal _____

Outlays of cash upon disposal
(i.e. broker, lawyer, other) _____

Description of asset disposed of in 2009: _________________________

Date of acquisition: __________, 19__ / 20__

Date of disposal: __________, 2009

Original cost of asset $ _____

Proceeds on disposal _____

Outlays of cash upon disposal
(i.e. broker, lawyer, other) _____

REMINDER: Remember to please contact your financial advisor/broker as soon as possible to authorize them to provide Logan Katz LLP staff with any information we may be requesting when preparing your personal income tax return. It becomes extremely time-consuming to have to do this at the height of tax season, both for the accountant and for the broker. Also, please provide the following:

Name of Broker: ________________________________

Telephone No: ________________________________

Email address: ________________________________

Schedule B

Statement of Net Business or Professional Income

Name of business: _____________________

Who owns the business? ___Taxpayer ___Spouse ___Joint

Principal business or profession: _______________________________________

Revenue $_____

Expenses:

Advertising	_______
Bad debts	_______
Business tax, fees, licenses, dues, memberships, subscriptions	_______
Delivery, freight, express	_______
Fuel costs (except for motor vehicles)	_______
Insurance	_______
Interest, bank charges	_______
Maintenance and repairs	_______
Management and administration fees	_______
Meals and entertainment	_______
Motor vehicle (business portion only) (Provide an amount or complete *Schedule D*)	_______
Office	_______
Supplies	_______
Legal, accounting and other professional fees	_______
Property taxes	_______
Rent	_______
Salaries	_______
Travel	_______
Telephone and utilities	_______
Other (please specify): ________________	_______
Home office expenses (Please complete *Schedule E*)	_______
Capital expenditures	see over

OVER...

Schedule B

Statement of Net Business or Professional Income

(*Continued*)

Capital expenditures:	Furniture and Fixtures	$_____
	Vehicles **see (6)**	_____
	Computer equipment	_____
	Computer software	_____
	Other (please specify)	_____

(1) Did you materially participate in the operation of the business during the year? YES NO

(2) Was all of your investment in this activity at risk? YES NO

(3) Were any assets sold, retired or converted to personal use during the year? If yes, list assets sold including date acquired, date sold, sales price, basis and gain or loss. YES NO

(4) Was this business still in operation at the end of the year? YES NO

(5) List the state(s) in which business was conducted. ________________________________

(6) For each vehicle purchased during the year, it is extremely important that you provide the following:

- Make and year of vehicle;
- Cost;
- Trade-in amount (if applicable);
- Year and make of vehicle traded-in;
- **If available, please provide the purchase documents.**

Schedule C

Statement of Net Rental Income

(Please prepare one Schedule C for EACH property)
(Make copies as needed)

Address of rental property: ______________________

Residential property? YES NO Personal use? YES NO

Rental income for the year $_____

Expenses :

Advertising	$_____	
Insurance	_____	
Interest	_____	
Repairs and maintenance	_____	
Management and administration fees	_____	
Motor vehicle expenses	_____	
Office expenses	_____	
Legal, accounting, other professional fees	_____	
Property taxes	_____	
Salaries, wages, and benefits	_____	
Travel	_____	
Utilities	_____	
Other (Please specify): _______________	_____	

Provide a list of any improvements or assets purchased during the year.

If you purchased a new rental property during the year, it is extremely important that you provide the following:

- Full address
- Cost of the building (you should also provide cost of land, separately)
- Percentage to be attributed to yourself, spouse, or other
- **If available, please provide the purchase documents**

If the property was sold during the year, provide the closing statement.

OVER...

Schedule D

(Self-) Employment Expenses: Allowable automobile expenses

For each vehicle, provide the following:

	Vehicle A	Vehicle B	Vehicle C
Make of automobile	___________	___________	___________
Date acquired	_____,20__	_____,20__	_____,20__
Number of kms/miles driven to earn self-employment income (you must exclude kms/miles to/from your home)	_____km/miles	_____km/miles	_____km/miles
Total kms/miles driven in the year	_____km/miles	_____km/miles	_____km/miles

Expenses:

	Vehicle A	Vehicle B	Vehicle C
Fuel	$ _____	$ _____	$ _____
Maintenance and repairs	_____	_____	_____
Insurance	_____	_____	_____
Licensing or registration	_____	_____	_____
Interest and finance charges (certain limits apply)	_____	_____	_____
OR			
Leasing costs (certain limits apply)	_____	_____	_____
Other (Please specify): _______________	_____	_____	_____

For each vehicle purchased or leased during the year, it is extremely important that you provide the following:

- Make and year of vehicle;
- Cost;
- Trade-in amount (if applicable)
- Year and make of vehicle traded-in
- **If possible, please provide a copy of the purchase or lease documents**.

Total amount reimbursed by employer for vehicle during year (*N/A if self-employed*) $ _______

Schedule E

(Self-) Employment Expenses: Work space in the home expenses

Area of house used for business purposes (**square footage**) _____

Total area of house (**square footage**) _____

Expenses:

Heat $ _____

Hydro _____

Insurance _____

Repairs and maintenance _____

Property taxes _____

Rent _____
OR
Mortgage interest - exclude principal payments (if self-employed) _____ **

Water _____

Other (Please specify): ___________ _____

** **Please provide your mortgage statement for 2009**,
if your financial institution has supplied this information.

Schedule F

Schedule of moving expenses

Did you change your residence during this year due to a change in employment, transfer, or self-employment? YES NO

	Former address in full	New address in full
Address	___________________	___________________
City, Prov./State	___________________	___________________
Postal Code/Zip Code	___________________	___________________
Date of move:	___________, 2009	___________, 2009

	Former employer, business or educational institution	New employer, business or educational institution
Name	___________________	___________________
Address	___________________	___________________
City, Prov./State	___________________	___________________
Postal Code/Zip Code	___________________	___________________

Distance from former residence to new work or study location _____ kms/miles
Distance from former residence to former work or study location _____ kms/miles

Costs:

Transportation expenses in moving household goods and family $ _____
Cost of storing and insuring household goods _____

Total expenses $ _____

Did your employer reimburse or pay directly any of your moving expenses? YES NO

If yes, enclose the employer provided itemization form and note the amount of reimbursements received. $ _____

If you changed residences during the year, provide the period of residence in each location.

Residence #1 From __/__/__ To __/__/__

Residence #2 From __/__/__ To __/__/__

Schedule G

Reporting for Foreign Bank and Financial Accounts

(Required to be filed by anyone holding foreign financial accounts)

			Name of Financial	Country in which
Type of Account	Maximum Value *	Account Number	Institution	Account held **

*Largest amount of currency or non-monetary assets at any time during year and/or fair market value of stocks and security at end of year.

**i.e. Canada

Election for Registered Savings Plans

(Required to be filed by anyone holding registered savings plans)

Type of Account		Name of Financial	Value at
(RRSP, RESP, RIF)	Account Number	Institution	December 31, 2009

Please advise if any withdraws during the year from a registered savings plan as additional filings are required.