



QUESTIONNAIRE: UNITED STATES

Date submitted : _____ - _____ - _____ (AAAA-MM-JJ)

Requestor

Mr. Mrs.

Last name: _____

First name: _____

Partner

Mr. Mrs.

Last name: _____

First name: _____

Tax Return of the Requestor and the Partner

Tax reports to produce (years): _____ eg: «2023» or «2021 to 2023»

Do you require express service ? Yes No

Did you file your previous return with us? Yes No

If «Yes», has your personal information changed? Yes No

If «No», please leave the «Personal Information» section blank.

Personal Information of the Requestor

Date of birth: _____ - _____ - _____ (AAAA-MM-JJ)

U.S. SSN or ITIN: _____

Occupation _____

Phone (day): _____

Phone (night): _____

Email: _____

Address: _____ Apt.: _____

City: _____ Province: _____

Postal code: _____

If new address, specify date of move: _____ - _____ - _____

Personal Information of the Partner

Date of birth: _____ - _____ - _____ (AAAA-MM-JJ)

U.S. SSN or ITIN: _____

Occupation _____

Phone (day): _____

Phone (night): _____

Email: _____

Residing at the same address

Address: _____ Apt.: _____

City: _____ Province: _____

Code postal: _____

If new address, specify date of move: _____ - _____ - _____

Emergency Contact

Name of the contact: _____

Relationship: _____ Phone: _____

Civil Status

Single Common law partner Married Separated Divorced Widowed

If your civil status has changed this year: Preceding status: _____ Date of change: _____ - _____ - _____ (AAAA-MM-JJ)

Additional information

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

Residency details

| Me | | My spouse | | |
|-----|----|-----------|----|--|
| Yes | No | Yes | No | Is a U.S citizen |
| Yes | No | Yes | No | Is a green card holder |
| Yes | No | Yes | No | Resided physically in the U.S. during the years to declare |

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

| Me | | My spouse | | |
|-----|----|-----------|----|---|
| Yes | No | Yes | No | Has sold a principal residence |
| Yes | No | Yes | No | Made a gift of more than \$17,000 to any person |
| Yes | No | Yes | No | Has owned non-U.S. mutual funds |
| Yes | No | Yes | No | Owns an interest in a foreign partnership (Form 8865) |
| Yes | No | Yes | No | Has owned more than \$10,000 of assets (checking accounts, TFSA, FHSA, RRSP, RESP, etc.) outside U.S.A at any moment |
| Yes | No | Yes | No | Has owned more than \$50,000 of assets (checking accounts, TFSA, FHSA, RRSP, RESP, etc.) outside U.S.A at any moment |
| Yes | No | Yes | No | Has owned a Tax Free Savings Account (Form 3520/3520A) |
| Yes | No | Yes | No | Has owned a First Home Savings Account |
| Yes | No | Yes | No | Has owned a Registered Education Savings Plan |
| Yes | No | Yes | No | Has received your Economic Impact Payment (for tax years 2020 and 2021 only) If yes, please provide the amount: |
| Yes | No | Yes | No | Has received a donation from a Foreign person of more than \$100,000? |
| Yes | No | Yes | No | Has received Advanced Child tax credit (for tax year 2020 only)? |
| Yes | No | Yes | No | Has received, sold, sent, exchanged, or otherwise acquired any financial interest in virtual currency (crypto, cryptocurrency) at any time during the tax year? |

Dependents

(Childs, parents, grands-parents, etc. residing at same address. Please describe in the details any exceptional situation: e.g. dependent on even years.)

| 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:

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If NOT a U.S. citizen or resident or green card: Please fill Section A
 If U.S. citizen or green card AND did not reside physically in the U.S: Please fill Section B
 If reside physically in the U.S: Please ignore this section
 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 outside of the USA? | / / (MM/DD/YYYY) | | / / (MM/DD/YYYY) | |
| C. Were you an owner or a tenant? | Owner | Tenant | Owner | Tenant |
| D1. Name of your employer, if any | | | | |
| D2. What are your terms of employment (ex. Permanent employee)? | | | | |
| E. Enter the type of visa under which you entered Canada: | | | | |
| F. If you earned income in the USA, please give us: Date arrived in the U.S. | / / (MM/DD/YYYY) | | / / (MM/DD/YYYY) | |
| Date left the U.S. | / / (MM/DD/YYYY) | | / / (MM/DD/YYYY) | |
| Number of days in U.S. on business | | | | |
| Income earned in U.S. on business | | | | |





LIST: DOCUMENTS TO BRING (US)

Name of requestor

Name of partner

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

The new platform is simpler and faster
A fee of \$100 per return applies to manual drop method, as we perform manual validation of documents and a manual estimate of fees. Try the Smart Drop if you can.

Documents to bring

Mandatory

- Last income tax return (**only for new costumers**)
- Check specimen for direct deposit If not provided previously (U.S.A. Bank only / Canadian banks are not accepted)

Income (U.S persons such as citizen, green card holder and residents)

- Copy of Canadian income tax returns (applies to U.S citizens or Green card holders living in Canada **only**)
- Income earned in Tax Free Savings Account (applies to U.S persons)
- Income earned (including grants) in Registered Education Savings Plan (applies to U.S persons)
- Income earned in First Home Savings Account (applies to U.S persons)
- Detail about disposition of principal residence (applies to U.S persons) [Fill the form](#)

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 the form](#)
- Rental income (income & expenses) [Fill the form](#)
- Income subject to withholding; 1042-S
- Economic Impact Payment - Notice 1444-C - (Your Economic Tax Payment Letter) or Letter 6475
- Schedule K-1
- Advanced Child Tax Credit - Letter 6419

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 [Fill the form](#)
- TFSA annual statement for each account
- FHSA statement
- 709 Gift tax - if you gave gifts of more than \$17,000 to anyone.

If you sold a property (building) in the USA (as a non-resident)

- Settlement statement when you bought the property (from the notary)
- Settlement statement when you sold the property (from the notary)
- Building history questionnaire [Fill the form](#)
- Form 8288 - Withholding taxes
- Form 8288-A Statement of withholding taxes

Others

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| Item | Fee before taxes (\$CAD) |
|---|--------------------------|
| U.S. income tax – federal –1040 base price | 625.00\$ |
| U.S. income tax – federal –1040-NR base price | 425.00\$ |
| U.S. income tax – per state | 295.00\$ |
| Manual drop and quote – per return | 100.00\$ |
| Loyal client discount | -40.00\$ |
| New! Tax return review with a tax master | 10.00\$ / minute |
| Work expenses schedule | 215.00\$ |
| Rental income schedule | 215.00\$ |
| Business income (self-employment) | 215.00\$ |
| Express services (per return) | Depending on date |
| Supplement – file deposited after March 14th | 40.00\$ |
| Supplement – file deposited after March 31st | 70.00\$ |
| Additional documents (10 documents included in the base price) | 6.00\$ / excess document |
| ITIN request (W7) - per form | 175.00\$ |
| 3520-3520A Foreign trust (TFSA, FHSA or other foreign trusts) - price per account | 240.00\$ |
| 8621 Mutual funds - price per account | 35.00\$ |
| FBAR - Foreign Bank Account Reporting | 160.00\$ |
| 8938 Specified Foreign assets | 290.00\$ |
| Combo 8938 + FBAR Bundle Specified Foreign assets - save 75.00\$ | 375.00\$ |
| 5471 Shareholder / Administrator foreign company - min. per co. 925.00\$ | |
| 8833 / 8840 Treaty-based position - Closer connection | |
| Fill our financial questionnaire - minimum 200.00\$ | Billed per minute |
| Foreign exchange calculation, Capital Gain or losses, Multiple tax documents | Technician : 3.25\$ |
| Foreign tax credit | Tax director: 7.25\$ |
| Property disposition (other than principal residence) - minimum 200\$ | Tax master : 7.75\$ |
| Other (please describe): | |
| Other (please describe): | |

Conditions and pricing

Payment by email transfer only.

I acknowledge and accept the prices above.

I confirm that nothing is missing and that additional charges apply if I add documents later.

An estimate will be sent and a deposit will be required.

Appointments are by videoconference only.

New! The appointment will be proposed once the final return has been submitted for approval.

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

Signature

X