



## 2023 - 1040/T1 - Personal Tax Checklist

ONLY complete this form if you are a U.S. citizen, resident, or Green Card holder. Otherwise complete Checklist 1040NR/T1.

\*\*\*Please complete if you are a new client or if there have been any changes to your personal information.\*\*\*

<b>Name:</b> _____	<b>Marital Status:</b>
<b>Phone:</b> _____	Married      Common Law      Single Widow(er)      Separated      Divorced
<b>Address:</b> _____	Date of change: _____ (dd/mm/yyyy)
<b>Email:</b> _____	<b>Spouse's Name:</b> _____
<b>Birthdate:</b> _____ (dd/mm/yyyy)	<b>Spouse's Birthdate:</b> _____ (dd/mm/yyyy)
<b>SIN:</b> _____	<b>Spouse's SIN:</b> _____
<b>SSN/ITIN:</b> _____	<b>Spouse's SSN/ITIN:</b> _____
	<b>Spouse's Email:</b> _____

If you have a spouse and we are not preparing their Canadian tax return, please provide their net income (Line 23600 of the CDN tax return): \$ \_\_\_\_\_

**Citizenship:**

You: Canadian      U.S.      Other      Spouse: Canadian      U.S.      Other  
 U.S. Green Card Holder      U.S. Green Card Holder

**Dependents (if not previously provided):**

<u>Name</u>	<u>Birthdate</u> (dd/mm/yyyy)	<u>SIN</u>	<u>Income</u> (Line 23600) (If Baker Tilly is not preparing return)	<u>Citizenship</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

	YES	NO
<b>Are we preparing your Canadian tax return?</b> <i>If no, please provide a copy.</i>		
<b>Do you wish to have your name, address and date of birth given to Elections Canada?</b>		
<b>Did you receive any correspondence from the IRS or a state tax department?</b> <i>If yes, please provide details.</i>		
<b>Did you dispose of your principal residence in the year?</b> <i>If yes, please provide the purchase date and purchase price, and the sale date and sale price.</i>		
<b>Did you move in the year?</b> <i>If yes, please provide details (move dates, addresses, etc.).</i>		

\*\*\*For all clients, please review and answer the following questions. These questions will assess whether additional filing requirements are necessary. Failure to file certain required forms can result in significant penalties.\*\*\*

	YES	NO										
<b>Did you engage in any virtual currency transactions, including receipt of compensation in any form of virtual currency or the disposition of any virtual currency?</b> <i>If yes, please provide details.</i>												
<b>Did you have an RESP account in the year?</b> <i>If yes, please provide statements or provide the income earned.</i>												
<b>Did you have a TFSA account in the year?</b> <i>If yes, please provide statements or provide the income earned.</i>												
<b>Did you receive Rental income in the year?</b> <i>If yes, please complete the table below.</i> <i>Please provide purchase or sale documents for rental properties bought or sold in the current tax year.</i> <i>Please provide a summary of rental income and expenses.</i> <table border="1" data-bbox="427 810 1066 1100" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>2023</th> </tr> </thead> <tbody> <tr> <td># days rented in the year:</td> <td></td> </tr> <tr> <td># days of personal use:</td> <td></td> </tr> <tr> <td># days property was vacant:</td> <td></td> </tr> <tr> <td>Total # of days:</td> <td style="text-align: center;"><b>365</b></td> </tr> </tbody> </table>		2023	# days rented in the year:		# days of personal use:		# days property was vacant:		Total # of days:	<b>365</b>		
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# days rented in the year:												
# days of personal use:												
# days property was vacant:												
Total # of days:	<b>365</b>											

\*\*\*For all clients, please review and answer the following questions. If you answer yes to any of the below, a member of our team will reach out to you for additional information.\*\*\*

	YES	NO
<b>Did you own shares in a Canadian private corporation in the year?</b> <i>If yes, please provide the most recent financial statements and corporate tax return.</i>		
<b>Are you an executor or trustee of a Canadian trust or estate?</b>		
<b>Did you make any gifts (other than donations to registered charities) of cash or property in the year?</b>		
<b>Did you receive any gifts from non-U.S. persons in the year?</b>		
<b>Did you receive any distributions from a non-U.S. trust or estate in the year?</b>		
<b>Did you receive any distributions from a non-Canadian trust or estate in the year?</b>		

	YES	NO
<p><b>Did you make any Canadian tax instalment payments for the current tax year?</b>  <i>If yes, please provide details of the amounts paid.</i></p>		
<p><b>Did you make any U.S. estimated tax payments for the current tax year?</b>  <i>If yes, please provide details of the amounts paid.</i></p>		
<p><b>Did you own specified foreign property costing more than \$100,000 CDN at any time during the taxation year?</b></p> <p><b><u>Specified foreign property includes:</u></b></p> <ul style="list-style-type: none"> <li>- Funds held outside of Canada</li> <li>- Shares of non-resident corporations (including those held in a non-registered account in Canada)</li> <li>- An interest in a non-resident trust, partnership or other foreign entity</li> <li>- Loans to non-residents</li> <li>- Rental property outside of Canada</li> <li>- An interest in a foreign insurance policy</li> </ul> <p><b><u>Specified foreign property does not include:</u></b></p> <ul style="list-style-type: none"> <li>- Property used or held exclusively in carrying on an active business</li> <li>- An interest in an exempt trust (i.e., foreign retirement plans such as IRAs and 401(k)s)</li> <li>- Personal-use property</li> </ul> <p><b>Note: specified foreign property held in an RRSP or TFSA is excluded from the Form T1135 reporting requirements.</b></p> <p><i>If you answer yes, it may be necessary for you to declare such ownership on your tax return. There are substantial fines and penalties for non-compliance. Please provide details of your foreign property.</i></p>		

**Other Information (please provide any additional information you feel is relevant to your tax return).**

Please complete this spreadsheet if you are a U.S. person (citizen/resident/Green Card holder) and the aggregate value of your non-US financial accounts exceeded \$10,000 at any time during the year.

Report of Foreign Bank and Financial Accounts (FBAR) Form 114a								
Account Type (RRSP, chq, svg)	Name of Bank or Financial Institution	Address of Bank or Financial Institution	Account Number	Ownership (Sole/ Joint/ Corporation)	Name and Address of Joint or Corporate Owner	Maximum Balance in the Year	Currency of the Account	Account New (N) or Closed (C)

\*Note: Be sure to include all financial accounts including investment accounts, RRSP, TFSA, and RESP.