

Step 1 Personal Information Checklist



TROWBRIDGE

International Tax. Simplified.

This checklist represents **STEP 1** of the tax season [Step By Step Process](#).

Taxpayer 1

Taxpayer 2

First name and middle initial

Last name

If you are a returning client and none of the information below has changed since your last tax return, please check this box and move on to the Step 2 Tax Checklist of the [Step By Step Process](#).

Personal Information

Social Insurance Number/ITN (Canada)

Social Security Number/ITIN (US)

Date of birth (MM/DD/YYYY)

US Presidential Campaign
Fund contribution (\$3)

Occupation

Email Address

Telephone - Home

Telephone - Work

Telephone - Cell

Mailing address to be reported on tax

return (Please note that you may choose to use
Trowbridge's address on your tax return(s), if the service is
a part of the tax service package selected)

Did you move during the year?

Change in Personal Situation During the Year

Marital status

Did your marital status change during the year?

State the date of change (MM/DD/YYYY)

Citizenship and Residency

Taxpayer 1

Taxpayer 2

Please note that some of these questions will be asked again in the Step 2 Tax Checklist for the purpose of customizing the checklist.

Are you a Canadian citizen?

If "yes", do you authorize the CRA to provide personal information to Elections Canada?

Did you live in Canada during 2021?

Did you relocate to or from Canada during 2021?

Are you a US citizen or Greencard holder? (Citizen, Greencard, or Neither)

Did you live in the US during 2021?

If "no" to the previous question, did you work in the US or derive any US source income (including rental) in 2021?

Did you relocate to or from the US during 2021?

Did you make any personal or work related trips to the US in the year?

Did you receive a notice from the IRS with respect to identity theft?

If "yes", please provide your Identity Protection PIN (IP PIN):

An Identity Protection PIN (IP PIN) is a six-digit number that prevents someone else from filing a tax return using your Social Security number or Individual Taxpayer Identification Number. The IP PIN is known only to you and the IRS. It helps IRS verify your identity when you file your electronic or paper tax return.

If applicable, what other country are you a citizen of?

Dependants

Did you have any dependants in 2021?

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<u>Dependant 1</u>	Name	Relationship
	Social Insurance Number/ITN	Social Security Number/ITIN
	Date of birth (MM/DD/YYYY)	Post-Secondary Student

<u>Dependant 2</u> Name	Relationship
Social Insurance Number/ITN	Social Security Number/ITIN
Date of birth (MM/DD/YYYY)	Post-Secondary Student

<u>Dependant 3</u> Name	Relationship
Social Insurance Number/ITN	Social Security Number/ITIN
Date of birth (MM/DD/YYYY)	Post-Secondary Student

<u>Dependant 4</u> Name	Relationship
Social Insurance Number/ITN	Social Security Number/ITIN
Date of birth (MM/DD/YYYY)	Post-Secondary Student

Direct Deposit Information

Do you wish to change or set up direct deposit for income tax refunds?

US Account Information

Please complete the following to change your US bank account information or request direct deposit for your income tax refund with the Internal Revenue Service and/or state revenue department.

Type of account	Do you want to use this account for direct debit of federal or state balance(s) due where such automatic withdrawal is available?
Routing number	
Account number	

Canadian Account Information

Please complete the following to change your Canadian bank account information or request direct deposit for your income tax refund and GST/HST credit with the Canada Revenue Agency.

Taxpayer 1

Taxpayer 2

Branch Number (5 digits)

Institution Number (3 digits)

Account Number (max 12 digits)

Note: Alternatively you can provide a void cheque from a Canadian bank account.