

# Tax Services

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## Client Onboarding Checklist

### 1. Personal Information

- Full name, SSN/ITIN, date of birth
- Spouse and dependent information (if applicable)
- Current address and residential status (US Citizen/Green Card/Non-Resident)

### 2. Business Information (If Applicable)

- Legal business name, EIN, and structure
- Ownership percentage
- Business address and operating states

### 3. Prior Year Returns

- Federal and state tax returns (prior year)
- Any IRS/state notices received

## 4. Income Documents

- W-2 forms (all employers)
- 1099 forms (all types: NEC, MISC, INT, DIV, K, etc.)
- K-1 forms (partnerships, S-corps, trusts)
- Business financial statements (P&L and Balance Sheet)
- Rental income/expense records
- Investment income statements

## 5. Deductions & Expenses

- Mortgage interest (Form 1098)
- Property tax receipts
- Charitable donation receipts
- Business expenses with receipts
- Retirement contributions (IRA, 401(k))
- Health insurance premiums

## 6. Business Tax Documents (If Applicable)

- Year-end financial statements
- Payroll tax forms (941, 940, W-2s)
- 1099-NEC forms issued to contractors
- Depreciation schedules

## 7. Cross-Border & Foreign Income (If Applicable)

- Foreign bank account details and statements
- Foreign income documentation (salary slips, Form 16)
- Foreign asset details (property, investments, accounts)
- Remittance records between India and US

## 8. FBAR & FATCA (If Foreign Accounts > \$10,000)

- Foreign bank account statements
- Foreign investment account details
- Maximum account balances during the year

## 9. Special Situations (If Applicable)

- Stock options/RSU/ESPP documentation
- Crypto currency transaction records
- Real estate sale documents (Form 1099-S)
- Inheritance or gifts received
- Foreign pension details (EPF/PPF from India)

## 10. State Tax Information

- States where you lived or worked
- Prior year state returns

## 11. Service Details

- Returns needed (Federal 1040, Business, State, FBAR, FATCA)
- Filing status (Single, Married Filing Jointly, etc.)
- Tax planning consultation required (Yes/No)

# Questions?

## Contact

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