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|  | **Dilip Rawat** |
|  | Armaan Income Tax & Accounting Services  Dilip S. Rawat  Enrolled Agent &  Certified Acceptance Agent |

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| **[Tax Preparation Checklist]** |
| Information required in order to insure optimum service with your Tax Return. |

**Tax Preparation Checklist**

**Any questions or concerns, please feel free to drop an email or call.**

**If you want to send information via Portal, Please let us know and we can create your portal account.**

**Are you an Existing Client? : Yes or No**

1. **Primary Taxpayers full name:**

**S.S.No.:**

**Date of Birth:**

**Job Title:**

**Email Id:**

**2 Yours Spouse Name :**

**S.S. No. or ITIN:**

**Date of Birth:**

**Job Title:**

**3**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dependents**  **Last name** | **First Name** | **SSN** | **DOB** | **Relationship** | **Months in**  **Home** | **Full Time**  **Student** |
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**4**

|  |  |
| --- | --- |
| **Present Address** |  |
| **City** |  |
| **State** |  |
| **Zip** |  |

**5 Phone No:**

**6. Please provide all the worldwide Income: (if you or your spouse work in any foreign country in 2017, such income and taxes paid to foreign country has to be disclose on your US resident tax returns)**

* **Enclosed copies of all W-2 forms:**
* **Bank Interest/Dividend Income: (This include Interest/Dividend earned in US or outside US)**
* **Details for Stock transactions (1099 B): (This include Interest/Dividend earned in US or outside US)**
* **Any other Income such as 1099-MISC, Unemployment (attach form 1099G received from state), Distribution from the retirement account etc. If any doubt, please feel free to contact.**

**7 Do you have any bank account in any foreign country? Yes or NO.**

**Did you have more than $10,000 at any given time? If yes, then you have to complete FBAR form?**

**Do you have any financial assets (not real estate assets) in any foreign country? You need to report it if the value is over $50,000 for Single tax filer and $100,000 for Joint tax filer.**

**Also, did you earn any interest in the bank account held in foreign country? Did you pay any taxes?**

1. **If owned House, Mortgage Interest & Property Tax information (Form 1098 for mortgage interest & taxes paid to city). :**
2. **If you paid rent during the year, address & period of stay( only if stay is more than 6 months in a calendar year) (Only some states offer Rental tax benefit)**

**Rent Paid :**

**Address :**

**Period of Stay :**

**Stay :**

1. **Paid any Charitable contribution/Donations (Cash and Non-Cash Donations)**
2. **Paid any Education expenses (bachelor/master degree/professional course) - Tuition fee paid to school or university- Enclose copy of 1098-T if available.**
3. **Childcare expenses (day care or summer camp expenses for child) Provide Name, Address & Tax id of the daycare school, and amount.**
4. **Moving Expenses (Air Travel/Car Rental/Hotel Expenses/Total Mileage driven during move).**
5. **Any Job Related expenses, travel, parking, mileages run, attorney fee, Car registration fee & major medical Exp (if any) (We don’t need Receipts for the expenses, just provide us summarized info.)**

**15 Last Year Tax Preparation Fee:**

**Medical Expenses: Amount that exceeds 10% of your Gross Income.**

**16. Did you and all the members of the household have minimum health coverage for the entire year(2016)?**

**Did you purchase your medical insurance through market place or through your employer? Pls provide 1095-A, 1095-B or 1095-C**

* You will receive a 1095-A if you were covered by a federal or state marketplace (also called an exchange)
* You will receive a 1095-B if you were covered by other insurers such as small self-funded groups or employers who use the Small Business Health Options Program (SHOP). You may also receive a 1095-B from your insurance carrier if you are enrolled in a fully-insured employer sponsored plan.
* You will receive a 1095-C if coverage was provided by your employer

**17 . Bank Details for direct deposit of refund or automatic payment of taxes owed:**

**Bank Name :**

**Bank Routing :**

**Bank Account :**

**Account Type :**

**Dilip Rawat**

Enrolled Agent and Registered Tax Return Preparer

**Armaan Income Tax and Accounting Services**

144 06 87th Avenue

Briarwood, NY 11435

**Tel: (718) 523-8136/ Cell: 347-615-1772**

**Fax: (718) 799-1037**

An **enrolled agent** (or **EA**) is a federally authorized tax practitioner empowered by the [U.S. Department of the Treasury](http://en.wikipedia.org/wiki/United_States_Department_of_the_Treasury) to represent taxpayers before the [Internal Revenue Service](http://en.wikipedia.org/wiki/Internal_Revenue_Service) (IRS). Enrolled agent status is the highest credential awarded by the IRS. The EA credential is recognized across all 50 [U.S. states](http://en.wikipedia.org/wiki/U.S._states).

The right to practice before the Internal Revenue Service is regulated by Federal statute,and persons authorized to practice are known as "Federally Authorized Tax Practitioners," or "FATPs". The FATP status is granted to attorneys, [certified public accountants](http://en.wikipedia.org/wiki/Certified_Public_Accountants), and enrolled agents, each having unlimited representation rights before the Internal Revenue Service. These practitioners may represent their clients on any matters including audits, collection actions, payment issues, tax refund matters, and appeals.

A **Certified Acceptance Agent** is a person or an entity (business or organization) who, pursuant to a written agreement with the IRS, is authorized to assist individuals and other foreign persons who do not qualify for a Social Security Number but who still need a Taxpayer Identification Number (TIN) to file a Form 1040.

**-Thanks for the information -**