

**Client Information Sheet (CIS) – 2023**

info@workmytaxes.com, Call: 201-484-7186, Upload to secure link, please send us an email.

Have you used our services	<input type="checkbox"/> Y/N	Year:	Days stayed in USA in 2023?
----------------------------	------------------------------	-------	-----------------------------

**Primary Taxpayer**

Last	First	Middle Initial	SSN/ITIN
Marital Status	DOB (MM/DD/YYYY)		Occupation
Current address		Personal Email (No work email)	
		Mobile number	Visa Status & Date of change, if any (in 2023)

**Spouse, If applicable**

Last	First	Middle Initial	Visa Status	Personal Email
SSN/ITIN	DOB (MM/DD/YYYY)	Occupation	If ITIN, date issued/renewed	Mobile number

**A. Details of the Dependents (Excluding spouse):**

If you don't have SSN /ITIN for your spouse/dependent, we will file for the ITIN along with the return. Please contact us for the further information

Dependents - (First name, last name)	Relation	DOB MM/DD/YYYY	SSN / ITIN / Not Available	If ITIN, date issued/renewed	Months lived with you	Day care expenses per annum, (Also, please provide details in Part C)

**B. Details of states for state taxes:** If you are filing NY, OH or AL State Taxes (Resident, Non-Resident or Part year), please send us a copy of your & your spouse's unexpired Driver's License/State issued ID. These can be issued by any state.

- 1) State of Residence as of 31<sup>st</sup> Dec 2023:
- 2) Please provide Details as below, if you stayed in more than one state during 2023:

State	From date (mm/dd/yyyy)	To date (mm/dd/yyyy)

**C. Foreign Bank account and Foreign Income (FATCA & FBAR)**

- Do you or your spouse have foreign Bank or investment account/accounts/mutual funds worth more than \$10,000 anytime during the 2023? (Y/N) – **This is for FBAR filing requirement (If yes, please request fbar sheet from your tax expert to complete the documentation)**
- Do you have a foreign bank or investment account/accounts (this excludes Real estate) worth more than: **This is for FATCA reporting purpose:**

If you are filing as	As of 31 <sup>st</sup> Dec 2023	During the year 2023	Yes/No
Single/Married Filing Separate	\$50,000/-	\$75,000/-	
Married Filing Joint	\$100,000/-	\$150,000/-	

- Do you have any Income other than USA? (Y/N) – **This is for Global Income reporting purpose**

**D. Checklist and Forms to be provided**

1.	W-2's from all employers
2.	1099 INT – Interest received from Banks
3.	Proceeds from broker transactions, Crypto Currency and Date of Purchase: Form 1099-B, Supplemental information, if available ( for employer stocks)
4.	Mortgage Interest statement of all property: Form 1098
5.	Gifts to charity (qualified written statement from charity for any single donations of \$250 or more)
6.	If you or your spouse have foreign or US rental income, <b>please ask your tax expert for form.</b>
7.	Retirement plan distribution: Form 1099-R
8.	HSA contribution/distribution
9.	Non-Employee compensation: Forms 1099-NEC
10.	<b>If You are a New Client: You must send</b> <ul style="list-style-type: none"> <li>SSN card or Driver's license or Passport</li> <li>Your dependent's I-94 or School Record or Immunization Record</li> </ul>
11.	Tuition statement for students - 1098T
12.	Identity theft pin from IRS (If you received)

**E. Day Care Expenses:**

Please provide the details ONLY if your spouse is working/student with university - part time or full time/disabled:

Name of Day Care Provider	SSN/EIN	Address	Amount Paid Yearly

**E. Additional information to be provided if you were on F1/J1 visa for any part of 2023, or stayed less than 183 days in US during the year:**

- Date you first entered US:
- Nationality/Citizenship during the year:
- Number of days in present in US in:
  - 2023 - \_\_\_\_\_
  - 2022 - \_\_\_\_\_
  - 2021 - \_\_\_\_\_
- Passport number:

5. Travel dates when you entered and left United States during 2023:

Entry Dates mm/dd/yyyy	Exit Dates mm/dd/yyyy

6. If you have attended an educational institute in 2023, kindly provide the following details:

- a. Institute Name - \_\_\_\_\_
- b. Institute Address and Phone number : \_\_\_\_\_
- c. Director Name: \_\_\_\_\_
- d. Director Address and Phone number: \_\_\_\_\_

**Please read & sign the engagement letter below before beginning the process with us.**

**INDIVIDUAL TAX RETURN ENGAGEMENT**

This letter confirms the terms of the engagement with you and the nature and extent of services WorkMyTaxes will provide. Our fees become due once we begin preparation of your tax returns. WorkMyTaxes will prepare your federal and state income tax returns you request using information you provide us.

It is your responsibility to provide information required for preparation of complete and accurate returns. You should keep all documents, canceled checks and other data that support your reported income and deductions for a period of 7 years. They may be necessary to prove accuracy and completeness of the returns to a taxing authority. You are finally responsible for the returns, so you should review them carefully before you sign them. The law imposes penalties when taxpayers understate their tax liability. If you have concerns about such penalties, please call us.

Our work will not include any procedures to discover defalcations or other irregularities. The only accounting or analysis work we will do is that which is necessary for preparation of your income tax returns.

We will use our judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless you instruct us otherwise, we will apply the "realistic possibility of success" standard to resolve such issues in your favor where possible.

Your returns may be selected for audit by a taxing authority. Any proposed adjustments are subject to appeal. In the event of a tax examination, we can arrange to be available to represent you. Such representation will be a separate engagement for which an engagement letter will be provided to you. Fees and expenses for defending the returns will be invoiced in accordance with terms we agree on for that engagement.

Our fee for preparation of your tax returns will be based on the amount of time required at standard billing rates plus out-of-pocket expenses. All invoices are due and payable before we send the draft taxes to you for your review.

We will retain copies of records you supplied to us along with our work papers for your engagement for a period of three years. All of your original records will be returned to you at the end of this engagement. You should keep the original records in secure storage.

To indicate that this letter correctly summarizes your understanding of the arrangements for this work, please sign this letter & send us a copy.

Accepted By:  
Name

Signature: \_\_\_\_\_

Date