RCB TAX USA

Notes & Information **Tax Year CTY & As Applicable**

Income Tax Knowledge Base For Information & Guidance

A ITIN for those with a valid USA Visa but who are not eligible to get Social Security Number

1 Please submit to us IRS Form W-7 duly completed and copy of Passport (exclude blank pages) in respect of each ITIN application.
2 Please note that we may need to file an extension and take up your tax return on or after June 1.
3 Keep Passport copy of ITIN applicants ready with you duly notarized by the IRS or Passport Issuing Authority.
4 As per IRS Rules, ITIN Tax Returns cannot be efiled and will need to be mailed by you.

B Email & Communication Protocol

1 Please communicate with us only by using one email address and **ONLY** from your "personal" email address. **e.g. Gmail, Hotmail, Yahoo etc. used in TRE 1.**
2 In other words, please DO NOT send communications to us from your more than one email address and **NOT** from your employer's official email address.
3 Please DO NOT start a new email chain for the same subject. Instead, use the existing trail of emails.
4 Email with specific details and not the phone texting / frequent phone calls are required for our prompt attention and historical trail.
5 The preferred method of communication is to send an email to us with specific details and allow us minimum 48 hours to respond.
6 Our office auto email response is activated only once every 48 hours. Multiple emails to us will not generate auto response.
7 If you don't get an email delivery failure notice then it would be safe for you to assume that your email has been delivered to us.
8 Please keep phone calls to us to minimum and instead write email with specific details of your question.

C Photocopy/Scanning Protocol

1 Please ensure that you make a clean and legible photocopy (both front & back) of your original document before scanning.
2 Please take special precaution for Social Security Card and ITIN Letter which have a grey COLOR background.
3 Please scan SS Card/ITIN Letters in color or take a clean and legible B/W copy and then scan.
4 When sending multiple docs/pages, create and send only **"Unzipped"** ONE SINGLE PDF. NO JPEG.
5 Please do not send us pictures of tax docs taken by cell phone cameras.
6 When sending additional docs per our request, please send only the new addl docs and DO NOT Resend previously sent docs again.

D IRS FATCA Form 8938

1 Required to be filed by the Taxpayer with Foreign Financial Assets exceeding limits prescribed by the IRS.

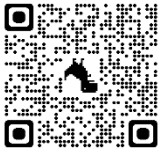
2 If applicable, FATCA Form 8938 (without password) needs to accompany your 1040 Tax Return. You may need and agree to request us for tax return filing your tax return extension paying our extra fees for extensions, and contact us on or after June 1 for finalizing efile of your tax return and FATCA. Alternatively, please file your own extension/s, and contact us on or around June 1 for your final tax returns and when we can also efile your FATCA at that time for an additional FATCA upload fee of $35. One more alternative is to file an Amendment Tax Return 1040-X after the main tax return 1040 has been efiled. In short, during the peak tax season up to April 15, we request you put your FATCA EFiling request to us on hold and so also Efile of your final income tax returns.

The current alternative procedure is the client to mail to the IRS the FATCA 8938 along with the Federal EFile Form 8938 after they are Notified by our office that efile of your Federal tax return has been accepted by the IRS. This alternative is without any fee expense to the client but may not be approved by the IRS.

E Abbreviations and Acronyms Used by us Explained

(a) TRE = Tax Return Essentials **(b)** TREL = Tax Return Engagement Letter **(c)** CTC = Child Tax Credit **(d)** DD = Due Diligence
(e) TR = Tax Return **(f)** TP = Tax Payer **(g)** SP = Spouse **(h)** AOTC = American Opportunity Tax Credit **(i)** S = Single
(j) MFJ = Married Filing Joint **(k)** MFS = Married Filing Separate **(l)** HoH = Head of Household **(m)** QW = Qualified Widower
(n) ODTC = Other Dependent Tax Credit **(o)** Date of arrival in the USA = Date/s stamped by the US Immigration in the Passport upon arrival in the USA and as per I-94 **(p)** Date of repatriation from the USA = Date/s stamped by the US Immigration in the Passport upon departure from the USA and as per I-94 **(q)** CTY = Current Tax Year **(r)** LY = Last Year **(s)** LY 1 = 2 Years Prior to CTY

Visit Our Website Scanning The QR Code:



New York State Required Information

The New York State Department of Taxation and Finance requires the following information be presented to all tax payers.

Refund Status:

Check your refund without waiting on the phone using the New York State Department of Taxation and Finance.

Visit: https://www.tax.ny.gov/pit/file/refund.htm for information and instructions.

Create your own New York State Department of Taxation and Finance Online Services account and sign up for email alerts. As soon as your return is thoroughly reviewed and processed, you will receive a message with the date your refund is scheduled to be issued.

Visit: https://www.tax.ny.gov/help/subscribe.htm for information and instructions.

Tax Due Expectations:

You can make a payment directly from your bank account (free of bank fees) or by credit card (convenience fee applies) using a New York State Department of Taxation and Finance Online Services account.

Visit: https://www.tax.ny.gov/pay/ind/pay_income_tax_online.htm for information and instructions.

If you receive a bill after your return is filed, in addition to using the New York State Department of Taxation and Finance Online Services account payment options, you can pay directly from a bank account using the New York State Department of Taxation and Finance Quick Pay tool without having an account.

Visit: https://www.tax.ny.gov/pay/all/pay_a_bill.htm for more information and instructions.

Taxpayer Identity and Security:

For information, go to: https://www.tax.ny.gov/pit/efile/individual-driver-license.htm