**Tax Return Essentials I (TRE-I)** **Tax Year** **Select Year**

**(A) New Clients (First time with RCB TAX USA)** **Please complete pages 1 to 9.**

**(B) Returning Clients (whose Last Year tax returns were done by Our Office)**

**Please complete Pages 1 and 2. You need to fill-in pages 3, 4, 5, 6, 7, 8 & 9 only to report Current Tax Year changes v/s Last Tax Year info. e.g. address, bank a/c, self/spouse occupation, change in family status.**

**(C) Clients "permanently" leaving USA Please provide dates on page 9 of this TRE 1.**

**Today's Date:** _____
**MM / DD / YYYY Format**

**Work Phone:** _____
Work phone is transmitted to IRS for electronic funds movement.

**Please fill-in capital letters**

**Tax Payer Name**
**(Per Social Security Record)**

_____
**Last Name**

**Cell Phone:** _____
**XXX-XXX-XXXX**

_____
**First Name**

_____
**Middle Name**

_____
**Social Security #**
**XXX-XX-XXXX**

_____
**Date of Birth**
**MM/DD/YYYY**

(Please attach copies of Social Security Card / ITIN Letter/s for Tax Payer & All Family Members)

**Due to grey color background of the SS Card and ITIN Letter, please scan in color or take a clean b/w copy before scanning.**

**Personal Email Address:** _____
**(Preferred Email Address)** **e.g. Gmail, Hotmail, Yahoo etc.**

**Home Phone:** _____
**XXX-XXX-XXXX**

**Office Email Address:** _____
**(Back-up Email Address)**

**Spouse Email:** _____

**For Items from (A) to (F) below If you do not reply, "No" will be assumed.** Yes No

(A) **Did you claim Sch A Itemized Deductions in Last Year? If Yes, Please provide copies of the 1099 State Refund/s and/or Last Year (LY) State Tax Returns. (Otherwise, Refund/s per LY State Tax Return/s would be used.)**

(B) **Is Tax Payer (TP) or spouse being claimed as a dependent by someone else?**

(C) **Int'l ACH Transfer: Will the funds for your tax refund (payment) go to (or come from) an A/c outside the USA?**

(D) **During the year, did you have a bank/financial a/c in a foreign country? (IRS Form 1040 Sch B Item 7a)**

**(1) Are you required to file FBAR?**

**(2) Are you required to file FATCA IRS Form 8938?**

(E) During the year, did you have income/s (& deductions) in a foreign country?

(F) **Do you owe any State Sales or Use Tax?** *If yes, Amount?*

**NOTES:**

**(1) Please separately report by yourself to IRS/US Treasury if you own, control or have authority in financial accounts exceeding US$10,000 in a foreign country. Additional Fees apply for preparing your FBAR Form.**

**(2) Please separately report to us if you own, control or have authority in financial accounts exceeding $50,000 in a foreign country. Additional Fees apply for preparing your FATCA IRS Form 8938.**

**(3) IRS requires to include the global income (if applicable) in the Resident tax returns. If applicable in your case, please provide that info to us in the attached Global Income Reporting Form. (RCB Tax Org 07 Template)**

**Both New and Returning Clients: Please write your name on page 1 and sign the attached "Tax Returns Engagement Letter" (TREL) on the last page.**

**Non-Refundable Initial Fee Payment of 80 to 100% of Total Fee to get started.**
**Balance Fees, if any, to be paid on completion of Tax Return/s.**

Any change in Home Address, Occupation, Bank A/c, Marital Status, Dependents, and Visa Status since you last informed us? If Yes, please check the box and provide us the details on Pages 3, 4, 5, 6, 7, 8 & 9. Yes No

**If required, please use blank page/s and provide your new / updated information.**

**Documents Submission (copies only - NO original)**

(A) Copy of Your Last Year (**LY**) Tax Return (both Federal & State/s) **if done elsewhere**, W-2s, 1099s, 1098s, other tax records, Driver License / Photo ID, Social Security Card / ITIN Letters.

(B) Note: A photo ID (Driver or Non-Driver) of the State of your residence in the USA is required. It is NOT mandatory to have this type of ID, but if you have it and is not reported to the Tax Authorities, there is a tax penalty. Please clearly notify us about your situation.

(C) If applying for ITIN in Form W-7, Please give only photocopies of W-2, and please attach filled-in ITIN Form W-7 with a photocopy (excl blank pages) of the applicant's Passport.

**(D) Please keep with you an original set of all tax documents you give us. Tax Document/s retrieval interruption while tax return work is in progress will attract $50 fee.**

**TRE-I Information** To be filled in by first time tax return filers with our office **or** to notify any change/s of info from last year Tax Return

**Home Address**

**Street Address:** _____

**Apt / House #:** _____

**Town / City:** _____

**Local USA Town / Country** _____

**State:** _____

**Zip code:** _____

**Work Location**: _____

**Work State? (2 Digit Code** _____

**Work City?** _____

**Name of School District:** _____

**School District Code:** _____

**This is NOT the same as School Number**

**TRE-I Information** To be filled in "hereafter" by the first-time tax return filers with our office **or** to notify any change/s of info from Last Year (LY) Tax Return.

If you give us a copy of your last year tax return not prepared by us, most of the following information need not be filled-in, except for **birth dates, visa status** and **information which is new or different in current year**.

**Family (only those to be included in the current year tax return) Confirm that all "Dependents" lived with you during whole or substantially whole of Current Tax Year (CTY) (except for temporary absences) or else specify their residence status** (TP = Tax Payer)

**Desired Filing Status** S / MFS / MFJ / HOH / QW (specify your choice) **Choice** _____

*Fees quoted are for ONLY one type of filing status. Additional/ alternative filing status will cost additional fees. e.g., MFJ tax return does not automatically include MFS tax returns.*

(1) We may NOT E-File those tax returns not allowed by the Tax Rules or by the Tax Software. Clients will have to mail those tax returns.
(2) Rent/Homestead Rebates combined with Income Tax Returns may be declined by us to enable us to prepare/complete/EFile Income Tax Returns
(3) **Child / Dependent Tax Credit** is based on the age of the child / dependent, physical stay in USA and is also based on the filing status and the AGI income phase-out Rules.

- Applying for ITIN = Completed W 7 + Passport Copy
- ITIN Tax Returns need to be mailed by the clients.
- Please keep ready IRS/Embassy notarized copy of the Passport.
- ITINs Tax Returns may require extension past April 15.

**If applicable to you, specifically inform us for the following**:

(1) **Current Tax Year (CTY)** Any unreimbursed "post High-School" **education expense**. Please specify (a) Under-Grad or Grad & (b) Year of College i.e., Freshman, Senior etc.
(2) **Current Tax Year** Any **dependent care expense** with amount paid, proof of payment, address and ID # of the care provider
(3) **Any Additional Info not covered by this form OR your tax questions and concerns. Use a separate sheet, if necessary**.
(4) If you or any of your above family members were resident in NYC and NYS for part of **CTY**, please provide to us dates.

# FAMILY DATA 1 OF 2

| | Last Name, First Name & Middle Initial, **(Per Social Security Record-ITIN) Last Name First Name MI** | | Relation | Occupation (Select from: Employed / Homemaker / Business / Other / N.A.) | Birthdates MM/DD/ YYYY | Green Card or US Citizen? If No, Visa Type ** | SS # / ITIN# (If none, Please provide Completed Form W-7) XXX-XX-XXXX | Full-time College student? Y / N, Year of College |
|---|---|---|---|---|---|---|---|---|
| Tax Payer (i.e., TP) | Last Name: | | **Self** | | | | | |
| | First Name: | | | | | | | |
| | Middle Initial: | | | | | | | |
| Spouse (i.e. SP) Last Name if Diff from TP | Last Name: | | **Spouse** | | | | | |
| | First Name: | | | | | | | |
| | Middle Initial: | | | | | | | |
| Child 1 (**son or daughter?**) Last Name if Diff from TP | Last Name: | | | | | | | |
| | First Name: | | | | | | | |
| | Middle Initial: | | | | | | | |
| Child 2 (**son or daughter?**) Last Name if Diff from TP | Last Name: | | | | | | | |
| | First Name: | | | | | | | |
| | Middle Initial: | | | | | | | |
| Child 3 (**son or daughter?**) Last Name if Diff from TP | Last Name: | | | | | | | |
| | First Name: | | | | | | | |
| | Middle Initial: | | | | | | | |

(Please attach copies of Social Security Card / ITIN Letter/s)

** If Visa status is left blank, it will be assumed to be L1/H1 for TP and L2/H4 for Dependents

# FAMILY DATA 2 OF 2

| | Last Name, First Name & Middle Initial, **(Per Social Security Record-ITIN)** **Last Name First Name MI** | | Relation | Occupation (Select from: Employed / Homemaker / Business / Other / N.A.) | Birthdates MM/DD/ YYYY | Green Card or US Citizen? If No, Visa Type ** | SS # / ITIN# (If none, Please provide Completed Form W-7) XXX-XX-XXXX | Full-time College student? Y / N, Year of College |
|---|---|---|---|---|---|---|---|---|
| Other Dependent 1 **(who?)** | Last Name: | | | | | | | |
| | First Name: | | | | | | | |
| | Middle Initial: | | | | | | | |
| Other Dependent 2 **(who?)** | Last Name: | | | | | | | |
| | First Name: | | | | | | | |
| | Middle Initial: | | | | | | | |
| Other Dependent 3 **(who?)** | Last Name: | | | | | | | |
| | First Name: | | | | | | | |
| | Middle Initial: | | | | | | | |
| Other Dependent 4 **(who?)** | Last Name: | | | | | | | |
| | First Name: | | | | | | | |
| | Middle Initial: | | | | | | | |
| Other Dependent 5 **(who?)** | Last Name: | | | | | | | |
| | First Name: | | | | | | | |
| | Middle Initial: | | | | | | | |

(Please attach copies of Social Security Card / ITIN Letter/s)

** If Visa status is left blank, it will be assumed to be L1/H1 for TP and L2/H4 for Dependents

**Bank A/c Information** **Once provided to us, avoidable change in the Bank A/c Info will attract $35/ New Bank A/c input change fee.**

**For "electronic" DIRECT DEPOSIT of Refund, if any:**

**( In a "TAX DUE" situation, a completed tax due voucher will be generated and given to you for your tax due payment. Please follow the voucher instructions for your DIRECT payment.)**

**Without Bank A/c Info, Refund will be settled by mailed check from the IRS / State.**

**Name of the Bank A/c Owner:** _____

**Savings or Checking A/c?**

**(Default Selection: Checking)** ☐ Saving/ ☐ Checking

**Bank Name:** _____

**Account # (Up To A Maximum Of 17-Digit Number)**

**Start from here**

| | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | |

**Reconfirm Bnak Account #**

_____

**Bank Routing Code (Must Be A 9-Digit Number)**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

**Reconfirm Bank Routing Code**

_____

**Personal or Business A/c** _____ If you do not reply, "Personal" will be assumed.

Int'l ACH Transfer: **Will the funds for your tax refund (payment) go to (or come from) an A/c outside the USA?** If you do not reply, "No" will be assumed.

| Yes | No |
|---|---|
| ☐ | ☐ |

**Your Work Phone Per Bank Record** _____

**XXX-XXX-XXXX**

Work phone is transmitted to IRS for electronic funds movement.

**USA Arrival Dates Information** **Not Applicable to Green Card Holders & US Citizens.**

**FILL-IN except for Green Card Holders & US Citizens.**

Country of Citizenship

Dates of Arrival in USA
**MM / DD / YYYY Format**

(Tax Payer) (Spouse) (Family)

**No. Of Days Till December 31st**

Date of Arrival in NY/Other State
Or other State (specify)
**MM / DD / YYYY Format**

(Tax Payer) (Spouse) (Family)

**For stays/work in multiple States, please provide info on dates of stay/work. Ask for our template or use a blank sheet.**

**USA Departure Dates Information** **Not Applicable to Green Card Holders & US Citizens.**

**"PERMANENT DEPARTURE"**

Date of "Permanent" Departure from

USA **MM / DD / YYYY Format** _____ (Tax Payer) _____ (Spouse) _____ (Family)

**Not applicable to Green Card Holders & US Citizens**

***If you are in USA for less than 365 days in CTY, please give info for the following:***

Please select Year from the Dropdown Menu.

| | | CTY | LY-1 | LY-2 |
|---|---|---|---|---|
| | | Select Year | Select Year | Select Year |
| **(A)** Dates and No. of Days Stay in USA during last 3 years: | **Date From**: | | | |
| | **Date To:** | | | |
| | **No. Of Days** | | | |
| **(B)** Dates and No. of Days Stay in USA (**By State**) during current tax year: | **Date From:** | | | |
| | **Date To:** | | | |
| | **No. Of Days:** | | | |
| **(C)** Dates and No. of Days Work Location in USA (**By State**) during current tax year | **Date From:** | | | |
| | **Date To:** | | | |
| | **No. Of Days:** | | | |

**CTY = Current Tax Year** Select Year **LY 1 = 1 Year Prior to CTY,** Select Year **LY 2 = 2 Years Prior to CTY** Select Year