RCB Tax USA
Tax Division of RCB CPA PLLC
Year-Round Tax Services

**Year-Round Address: Hicksville, New York 11802**
**Phone: 800-767-8710 (Voice Mail) • www.RCB-TAX-USA.com**
**Email: RCB.TAX.USA@Gmail.Com**

**Tax Year: Select Year**
**Please Select the Tax Year**

# RESIDENT 1040

Dear Client,

Client Name: _____ Cell Phone Number: _____
(Per Social Security Card: Last / First / Middle Name) **XXX-XXX-XXXX**

New / Last Year Returning Client (LYRC): _____ Today's Date: _____
**MM/DD/YYYY**

**Only Last Year (LY) "Resident" Returning As Current Year (CY) "Resident" then "LYRC"**
**But, If in LY NR but R in CY, then select and submit as "NEW"**

New Client Social Security Number (SSN): _____ New Client Date of Birth: _____
**XXX-XX-XXXX** **MM/DD/ YYYY**

Personal Email Address: _____

**e.g. Gmail, Hotmail, Yahoo etc. & also to be used in TRE 1.**

Thanks for entrusting your tax returns preparation work to us.

In order to help you provide your complete and correct tax information, please complete and return by email, the enclosed **1st** Single PDF portfolio of **NINE** PDFs (**TENTH PDF for Notes & Info)**, and attach **2nd** Single PDF of your non-returnable scanned copies/photocopies (NO ORIGINALS) of all your relevant tax documents.

**(1) Tax Return/s Engagement Letter – TREL – 5 Pages**

**All Clients**: Please write your name on page 1, read pages 1 to 5 and sign & date on the last page 5.

**(2) Tax Return Essentials I (TRE-I) – 9 Pages**

**New Clients**: Please complete all the **9 pages**. **Please attach copies of social security card/s &/or ITIN Letter/s of the Tax Payer and all family members to be shown in the tax return**.

**Returning Clients**: Please complete pages 1 & 2 up to the **"blue star symbol"**. Use pages 3 to 9 as applicable, only if your **LAST TAX YEAR** information has changed, to report those changes. **Please attach copies of social security card/s &/or ITIN Letter/s of the Tax Payer and all family members to be shown in the tax return**.

**(3) Tax Return Essentials II (TRE–II) – 3 Pages**

**(4) Tax Return Essential III (TRE-III) – Digital Assets (Virtual / Crypto Currency) Declaration – 2 Pages**

**(5) USA State Photo ID Verification (Tax Payer and Spouse) – 2 Pages**

**(6) Form 1040 Schedule B Part III - Foreign Financial Accounts & Trusts Declaration (Tax Payer and Spouse) – 2 Pages**

**(7) Global Income Reporting (GIR) (Tax Payer and Spouse) – 4 Pages**

**(8) Child/Other Dependent Tax Credit (CTC/ODTC) Due Diligence (DD) - 2 Pages**

**(9) New York State Income Tax Reporting – 4 Pages**

**(10) Notes & Info (Only FYI) – 3 Pages**

**IMPORTANT: Spouse Email Required for Married Filing Joint (MFJ) TRs**

As mandated by the IRS, please include in cc: of your email to our office, personal email address of your Spouse while sending the tax docs and signed EFile forms.

**Note**: If you need to make copy and/or print only one or more of the selected templates from the above, please follow these steps:

1) Go to Adobe Acrobat
2) File/Open Tax Organizer PDF Portfolio
3) File
4) Extract Required Template file from PDF Portfolio

**CTY = Current Tax Year** **LY = Last Year** **TP = Tax Payer** **SP = Spouse**

Thank you.

Sincerely,
RCB TAX USA
Tax Division of RCB CPA PLLC

**Email:** RCB.TAX.USA@GMAIL.COM

**Website:** WWW.RCB-TAX-USA.COM

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