

## Sample of Sequence Order of Tax Docs Submission PDF

(A) RCB Tax Organizer PDF (Duly Completed & Signed)

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(B) One separate SINGLE PDF of the tax docs in the following sequence

### **Personal & Family Information (As Applicable)**

Social Security Card Copies

ITIN Letter Copies

USA State Driver License or Non-Driver Photo ID (Front & Back Side Copies) (Not NY City, Not issued by India or Outside USA Foreign Country). If you don't have one, write N/A in our Template but pls do not leave blank the space to answer this. Not having this State ID is not an issue but having it and not reporting in the tax return attracts penalty.

### **Income Documents (As Applicable)**

Note: Please check your last year tax return to make sure that nothing is missed out for this year.

W-2s (Salary)

1099-Interest (Bank Interest)

1099-Dividends

1099-Misc (Non-Employee Compensation)

1099-Brokerage

### **Tax Deduction Documents (As Applicable)**

Note: Please check your last year tax return to make sure that nothing is missed out for this year.

1098 – Tuition

1098 – Mortg Interest

Real Estate Tax Payments in our Home Deductions Template (Please do not send invoices/receipts of your Town Office) or Write the total amount of R/E Taxes paid during the Tax Year on a separate piece of paper.

### **Child Tax / Other Dependent Tax Credit (CTC/ODTC) Due Diligence (DD) Proof**

Purpose: To prove the physical presence of the child / dependent in the USA during the tax year and is required separately in respect of each child / dependent

USA Health Record from a USA Doctor showing dates of Doctor visits signed/certified by USA Doctor's Office (e.g. visits to USA Doctor for sickness treatment / General Check-up / Immunization etc.)

USA Medical Insurance Company Explanation of Benefits (EOB) for dates during tax year

USA School Certificate either in the form of School Certificate or Periodic School Evaluation Report

At least one proof of date for each calendar quarter must be submitted. E.g One proof "separately" for each of Jan-March, April-June, July-Sept and Oct-Dec quarters.

(Indian Passport or US Visa Endorsement in the Indian Passport or Indian Health Records are not acceptable proofs)

### **ITIN W-7 Application (As Applicable)**

W-7 duly completed for each family member applying for ITIN

Photocopy of Passport's Photo & Visa pages of each ITIN applicant



### **(C) Our Office Templates duly Completed (As Applicable) e.g.**

**Note:** Template submission under "(C)" may or may not be necessary along with (A) & (B) since it is specific to some situations.

Education Cost Deduction Template

Home Deductions Template

Child & Dependent Care Expense

HSA Health Insurance Template

IRS Sch C

IRS Sch E

Due Diligence Head of Household

Other Template/s Upon Request