

EXPATRIATE AMERICAN TAX

Tax Organizer & Questionnaire

US Expatriate Filing Due Date **JUNE 15**

Extension Filing Deadline **DECEMBER 15**

This Tax Organizer was designed to assist you in gathering the information you will need for your tax return preparation, because you shouldn't have to think about it, we already have for you!

The following pages have been provided to ensure your Expatriate Tax Return, as a U.S. Citizen/Resident living outside the United States, is completed in an accurate manner, capturing the necessary information to claim the Foreign Earned Income Exclusion, Foreign Housing Exclusion, and/or Foreign Tax Credit. If any section does not apply to you, be sure to mark **N/A** on that page.

After you have completed this form simply email back to us: Tina@ExpatriateAmericanTax.com

Thank you for choosing Expatriate American Tax to assist you with your U.S. Tax return filing.

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EXPATRIATE AMERICAN TAX

TAX PREPARATION SERVICES & FEE SCHEDULE

We will provide you with a Fee Quote for your U.S. tax return preparation based on your individual details that you provide in our initial phone call or SKYPE meeting.

Our Fee includes the following services:

- US Federal Income Tax Return with all required Schedules
- US State Income Tax Return (if part-year resident)
- FBAR (Foreign Bank Account Reporting)
- E-Filing your Federal Tax Return
- 30 Minute Initial Review & Consultation via phone or Skype Webcam
- PDF copy of complete tax returns for your files

The fee for your tax return preparation will be quoted via email, and is based upon the complexity and number of various tax forms, calculations, and scheduled required. The fee initially quoted could increase if the information provided by the taxpayer is incomplete or if additional time is required because the return is more complex than initially indicated by the taxpayer. However, we attempt to obtain all the details necessary, to avoid any change in fees quoted.

Other Services Available & Fees:

- | | |
|-----------------------------------|--|
| ▪ Consulting Meeting | \$350 per hour |
| ▪ Estimated Tax Preparation | \$250 each quarter |
| ▪ Amended Tax Returns | \$500 plus fee per each Amended Schedule |
| ▪ IRS Notice Correspondence | \$250 each letter * |
| ▪ Audit Representation | \$250 per hour |
| ▪ CPA Letter Verifying Employment | \$250 each letter |
| ▪ Real Estate Matters, etc. | \$250 each letter |

*NOTE: If a tax notice is due to an error made by our firm, no fee will be charged for the correspondence. However, omissions of required information by the taxpayer are the most common reason for tax notices. To minimize such omissions, please be sure you have completed all relevant information in the Tax Organizer & Questionnaire.

EXPATRIATE AMERICAN TAX

CONFIDENTIAL CLIENT DATA: THE BASICS

Your Full Name

Spouse Name (only if U.S. Citizen/Greencard)

Social Security Number

Social Security Number (Spouse)

Date of Birth

Date of Birth (Spouse)

Country of Citizenship

Country of Citizenship (Spouse)

Green Card or VISA (if not a US Citizen)

Green Card or VISA (if not a US Citizen)

If Married, did you file a Joint U.S. Tax Return Last Filing Year: (circle) **YES / NO**

Year & Month of Arrival in Foreign Country: _____ Date Moved Back to U.S. _____

Home Street Address (outside U.S.)

City, COUNTRY, ZIP CODE

Email Address

Phone Number

U.S. Citizen Children (only), Under Age 18

Child #1: Name Birthdate

Child #2: Name Birthdate

Social Security Number (Child)

Social Security Number (Child)

Child Lives with Taxpayer: (circle) **YES / NO**

Child Lives with Taxpayer: (circle) **YES / NO**

Student: (circle) **YES / NO**

Student: (circle) **YES / NO**

EXPATRIATE AMERICAN TAX

CONFIDENTIAL CLIENT DATA: THE BASICS

FOREIGN EMPLOYMENT: *(State amounts in the foreign currency received)*

Employer Name: _____ US Company: (circle) **YES / NO**
Employer Address: _____ City/Country: _____
Gross Wages : _____
Foreign Tax Paid: _____
Currency Wages & Taxes were paid to you: _____ (USD / EURO / BPS /RUPIES/ etc.)

HOUSING: Does your employer pay for your housing expenses: **YES / NO** If **YES**, amount? _____

If **NO**, please list Housing Expenses you paid this tax year: Rent _____
Utilities _____
Mortgage/Other _____

SELF-EMPLOYMENT:

Are you self-employed: (circle) **YES / NO** Business/Profession: _____

*******Please use the SELF-EMPLOYMENT Worksheet to list your Self-employment Income & Expenses. *******

NOTE: Your foreign net self-employment income is subject to U.S. Social Security & Medicare Taxes, unless you live in a country that has a **Totalization Agreement** with the U.S. and qualify for exemption.

CLIENT VERIFICATION:

The undersigned taxpayer verifies that all information stated throughout this Tax Organizer & Questionnaire is true and correct. Further, the undersigned takes responsibility if information on the Tax Organizer & Questionnaire necessary to prepare an accurate tax return is not disclosed. In addition, the undersigned taxpayer understands that it is the taxpayer's responsibility to maintain documentation to support the information disclosed on the Tax Organizer & Questionnaire, which will be required in the event of an IRS audit.

Print Name

Signature

Date

EXPATRIATE AMERICAN TAX

CONFIDENTIAL CLIENT DATA: THE BASICS

FOREIGN EMPLOYMENT FOR YOUR SPOUSE: *(State amounts in the foreign currency received)*

Employer Name: _____ US Company: (circle) **YES / NO**

Employer Address: _____ City/Country: _____

Spouse's Gross Wages : _____

Spouse's Foreign Tax Paid: _____

Currency Wages & Taxes were paid to you: _____ (USD / EURO / BPS /RUPIES/ etc.)

HOUSING: Does your employer pay for your housing expenses: **YES / NO** If **YES**, amount? _____

If **NO**, please list Housing Expenses you paid this tax year: Rent _____

Utilities _____

Mortgage/Other _____

SELF-EMPLOYMENT:

Are you self-employed: (circle) **YES / NO** Business/Profession: _____

Please use the SELF-EMPLOYMENT Worksheet to list your Self-employment Income & Expenses.

NOTE: Your foreign net self-employment income is subject to U.S. Social Security & Medicare Taxes, unless you live in a country that has a **Totalization Agreement** with the U.S. and qualify for exemption.

CLIENT VERIFICATION:

The undersigned taxpayer verifies that all information stated throughout this Tax Organizer & Questionnaire is true and correct. Further, the undersigned takes responsibility if information on the Tax Organizer & Questionnaire necessary to prepare an accurate tax return is not disclosed. In addition, the undersigned taxpayer understands that it is the taxpayer's responsibility to maintain documentation to support the information disclosed on the Tax Organizer & Questionnaire, which will be required in the event of an IRS audit.

Print Name

Signature

Date

Tina@ExpatriateAmericanTax.com

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EXPATRIATE AMERICAN TAX

ESTIMATED TAX PAID to U.S. IRS

April 15 \$ 1st Quarter

June 15 \$ 2nd Quarter

Sept 15 \$ 3rd Quarter

Jan 15 \$ 4th Quarter (this payment is after the year ends)

FOREIGN TAX PAID (not to U.S.)

1. Country Name _____

Type of Tax (circle one) Wages or Invements

2. Country Name _____

Type of Tax (circle one) Wages or Invements

3. Country Name _____

Type of Tax (circle one) Wages or Invements

FOREIGN TAX CREDIT – **NEW CLIENTS only** (Carry Forward amt.) \$

This information will be on your prior year U.S. Income Tax Return. If you have a copy of that tax return, no need to write in this information, simply include the tax return in your document submission.

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SELF-EMPLOYMENT WORKSHEET: Income & Expenses

Profession / Business Type: _____

Business Address: _____ City _____ Country _____

Income / Fees for Services Currency _____

Expenses:

Rent for Office

Communications: Office Phone

Cell Phone

Internet Service

Website Expense

Administration: Office Supplies

Postage & Printing

Books & Publications

Business Insurance

Marketing: Advertising

Promotionals

Trade Shows

Professional Fees: Subcontractors

Legal / Accounting

Technology Service

Other Services

Meals & Entertainment

Travel: Airfare

Hotel

Train

Taxi

EXPATRIATE AMERICAN TAX

RENTAL PROPERTY (if you own a real estate you rent to someone else)

ADDRESS: _____ City _____ Country _____

RENTAL INCOME**EXPENSES**

Mortgage Interest

Real Estate Taxes Paid

Insurance

Management Fees/Condo Fees

Repairs & Maintenance

Legal & Professional Fees

Advertising

Utilities

Travel

Furniture & Appliances

Describe _____

Month Purchased _____

Cost

Describe _____

Month Purchased _____

Cost

Capital Improvements

Describe _____

Month Completed _____

Cost

Describe _____

Month Completed _____

Cost

Purchase Price of Home or Condo

Note: Capital Improvements & Furniture & Appliances & the basis of your home, must be depreciated. Such costs cannot be expensed 100% in the year purchased. We will calculate the Depreciation for you.

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OTHER INCOME

Social / Gov. Pension **Country** _____ **Currency** _____
(Ex. U.S. Social Security)

Employer Pension **Country** _____ **Currency** _____
(401K or similar)

IRA Distribution **Country** _____ **Currency** _____



ITEMIZED DEDUCTIONS **Country** _____ **Currency** _____

Medical Expenses

Home Mortgage Interest

Home Real Estate Taxes

Charitable Contributions

Relocation / Moving Expenses

*This includes initial travel from U.S. to Foreign Country,
Cost of shipping household goods to new home,
Temporary hotel stay when landed*

FOREIGN BANK ACCOUNT REPORTING - FBAR

The information below is Required by the U. S. Government if your Non-U.S. bank deposit balance exceeds \$10,000 or your total Non-U.S. bank accounts combined exceed \$10,000. You are required to report bank accounts you own **Individually or Jointly**.

If you are a Signatory or Power of Attorney only (a/k/a deliga), you are still require to file an FBAR.

BANK #1 Bank Name _____ Account # _____
 Bank Address _____ Highest Deposit Balance _____
 City _____ Country _____ Currency _____
 Joint Owner Name _____ Soc. Sec # (if U.S. person) _____

BANK #2 Bank Name _____ Account # _____
 Bank Address _____ Highest Deposit Balance _____
 City _____ Country _____ Currency _____
 Joint Owner Name _____ Soc. Sec # (if U.S. person) _____

BANK #3 Bank Name _____ Account # _____
 Bank Address _____ Highest Deposit Balance _____
 City _____ Country _____ Currency _____
 Check box if authorized signer only

BANK #4 Bank Name _____ Account # _____
 Bank Address _____ Highest Deposit Balance _____
 City _____ Country _____ Currency _____
 Check box if authorized signer only

BANK #5 Bank Name _____ Account # _____
 Bank Address _____ Highest Deposit Balance _____
 City _____ Country _____ Currency _____
 Check box if authorized signer only

EXPATRIATE AMERICAN TAX

FOREIGN FINANCIAL ASSETS – INVESTMENTS & INCOME

If you have Investments & Bank deposits outside the U.S. that exceed **\$200,000** in total, These "Foreign Financial Assets" must be disclosed on your U.S. Tax Return.

NOTE: This required disclosure is in addition to the FBAR (Foreign Bank Account Reporting)

1. Name of Financial Institution or Bank _____

Mailing Address: _____

Account Number: _____

Owned Jointly?: Name of Joint Owner _____

Account Acquired This Year? _____ Date Account Closed ? _____

Maximum Account Value during the year _____ Currency _____

Type of Asset: (**circle one**) Cash, Stocks, Bonds, Non-Gov Retirement Funds, Business Ownership

INCOME EARNED: This tax year: **Interest** _____ **Dividends** _____ **Capital Gains** _____

2. Name of Financial Institution or Bank _____

Mailing Address: _____

Account Number: _____ Type of Account: Deposit or Custodial

Owned Jointly?: Name of Joint Owner _____

Account Acquired This Year? _____ Date Account Closed ? _____

Maximum Account Value during the year _____ Currency _____

Type of Asset: (**circle one**) Cash, Stocks, Bonds, Non-Gov Retirement Funds, Business Ownership

INCOME EARNED: This tax year: **Interest** _____ **Dividends** _____ **Capital Gains** _____

Continued on the next page if you have more accounts to disclose

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FOREIGN FINANCIAL ASSETS – INVESTMENTS & INCOME Pg. 2 continuation

If you have Investments & Bank deposits outside the U.S. that exceed **\$200,000** in total, These "Foreign Financial Assets" must be disclosed on your U.S. Tax Return.

NOTE: This required disclosure is in addition to the FBAR (Foreign Bank Account Reporting)

3. Name of Financial Institution or Bank _____

Mailing Address: _____

Account Number: _____ Type of Account: Deposit or Custodial

Owned Jointly?: Name of Joint Owner _____

Account Acquired This Year? _____ Date Account Closed ? _____

Maximum Account Value during the year _____ Currency _____

Type of Asset: (**circle one**) Cash, Stocks, Bonds, Non-Gov Retirement Funds, Business Ownership

INCOME EARNED: This tax year: **Interest** _____ **Dividends** _____ **Capital Gains** _____

4. Name of Financial Institution or Bank _____

Mailing Address: _____

Account Number: _____ Type of Account: Deposit or Custodial

Owned Jointly?: Name of Joint Owner _____

Account Acquired This Year? _____ Date Account Closed ? _____

Maximum Account Value during the year _____ Currency _____

Type of Asset: (**circle one**) Cash, Stocks, Bonds, Non-Gov Retirement Funds, Business Ownership

INCOME EARNED: This tax year: **Interest** _____ **Dividends** _____ **Capital Gains** _____