



## SIMPLIFIED US TAX PACKAGE

### USE THIS PACKAGE IF YOU

- Are a US citizen or Green Card holder AND
- Live in Canada AND
- Do not have any income from US sources

### IF OUR OFFICE DOES NOT PREPARE YOUR CANADIAN RETURN

- Submit a complete copy of your Canadian return. Include all schedules and Canada tax slips.
- Provide contact information for your Canadian tax preparer, if not on file

|       |         |
|-------|---------|
| Name  | Company |
| Phone | Email   |

### SUBMITTING DOCUMENTATION ELECTRONICALLY

Our office uses a web-based portal system to facilitate the safe transfer of confidential documents. If you do not yet have a portal, request one [here](#), or via email: [portal@brianborts.com](mailto:portal@brianborts.com)

MAC Users: please use Adobe software (not MAC preview) when filling out the tax package.

\*\*\*NOTE: The portal is not a permanent storage site - all documents are deleted within 60 days. Please download and save all files, as additional fees will apply for document re-upload requests.

### 2018 BANK OF CANADA AVERAGE EXCHANGE RATE

\$1 USD = \$1.2957 CAD  
\$1 CAD = \$.7718 USD

### 2018 US TAX DEADLINES

- **April 15th** - US residents; Canadians filing US non-resident returns (October 15th if extension filed)
- **June 17th** - US persons living abroad (October 15th if extension filed)

### QUESTIONS?

See [brianborts.com](http://brianborts.com) for [dates and deadlines](#), [2019 tax filing updates](#), [office information](#), [FAQs](#), and more.

## ABOUT YOU

FOR NEW CLIENTS. RETURNING CLIENTS, PLEASE NOTE ANY CHANGES.

Name Date of birth  
SSN/ITIN E-mail  
Address  
City Province Postal code  
Primary phone number Occupation  
US citizen  Green Card holder  Date Canadian residency established

NEW CLIENTS, PLEASE COMPLETE, SIGN AND RETURN OUR [PRIVACY POLICY](#)

### MARITAL STATUS (ON US RETURN)

Single  Married filing joint  Married filing separate  Divorced in '18  Widowed in '18

If our office does not prepare spouse's return:

Spouse's Name SSN/ITIN  
Date of Birth Occupation  
Canadian citizen  US citizen  Green Card holder

### DEPENDANT/S LISTED ON US RETURN (MUST HAVE SSN OR ITIN)

| NAME | SSN/ITIN | DATE OF BIRTH (MM/DD/YY) | US CITIZEN/GREEN CARD HOLDER (Y/N) |
|------|----------|--------------------------|------------------------------------|
|      |          |                          |                                    |
|      |          |                          |                                    |
|      |          |                          |                                    |

### PREVIOUS US TAX FILINGS

I most recently filed a US tax return in  (provide a copy if not prepared by our office)  
I have never filed a US tax return

### INFORMATION FOR OUR OFFICE

How would you like to receive the client copy of your return?

PDF via secure portal (recommended)   
Printed copy   
Both (\$30 charge applies)

Notes, clarifications, questions

## CANADIAN AND OTHER FOREIGN ASSETS

The United States has extensive reporting requirements for anyone considered a "US person" with potentially stiff fines for failing to file the proper forms.

I authorize the office of Brian Borts CPA, CA to contact my financial advisor for information needed to report my assets to the IRS, if required.

Yes No

If yes, provide financial advisor information:

Already on file

OR

Name Company

Phone Email

## REPORT OF FOREIGN BANK AND FINANCIAL ACCOUNTS (FBAR)

[WE ENCOURAGE YOU TO FILE YOUR OWN FBAR; SEE HTTP://BSAEFILING.FINCEN.TREAS.GOV/MAIN.HTML](http://bsaefiling.fincen.treas.gov/main.html)

US persons holding over \$10,000 (aggregate) in non-US assets (e.g. personal and corporate bank accounts, RRSPS, TFSA's) must file an FBAR form listing details about each account for which they have signing authority.

The total value of my accounts totalled over \$10,000 USD during 2018 Yes No

If yes:

I will file my own FBAR (include a copy when submitting your tax materials)

Please file an FBAR for me

Please send me last year's FBAR information, to update and return

Attached are account statements (note: additional FBAR preparation charge will apply)

Attached is a completed FBAR worksheet ([brianborts.com/tax-packages-forms](http://brianborts.com/tax-packages-forms))

## STATEMENT OF SPECIFIED FOREIGN FINANCIAL ASSETS (FORM 8938)

This form is filed as part of a 1040 tax return and includes much of the same information as an FBAR.

Reporting thresholds (aggregate) are:

- Living outside the US - \$200,000 at year end (or \$300,000 at any point during the year) if filing as single; double the amounts if filing jointly
- Living in the US - \$50,000 at year end (or \$75,000 at any point during the year) if filing as single; double the amounts if filing jointly

I am required to file Form 8938 Yes No Not sure

If yes:

Please reference my FBAR information, as prepared by your office

I am submitting a copy of my FBAR

## PFICs

A PFIC (Passive Foreign Investment Company) is a non-US corporation in which 75% or more of gross income is passive, or 50% or more of the assets produce passive income. Canadian mutual funds may be considered PFICs and, if so, special reporting regulations and tax rules apply for those held outside RRSPs/RRIFs.

I hold Canadian mutual funds outside of my RRSPs/RRIFs      Yes      No      Not sure

If yes, I am submitting:

PFIC Annual Information Statements  
US 1099 slips related to my Canadian mutual funds

## RESPs AND TFSAs

Interest, dividends and realized capital gains inside RESPs or TFSAs must be reported annually on a US tax return.

I hold RESPs (Registered Education Savings Plans)      Yes      No

I have a TFSA (Tax Free Savings Account)      Yes      No

If yes, income earned during 2018:

RESP: Interest \$      Dividends \$      Capital gains (realized) \$

TFSA: Interest \$      Dividends \$      Capital gains (realized) \$

I am submitting US 1099 slips received for my RESP/TFSAs

## OWNERSHIP IN A CANADIAN CORPORATION

I own 10% or more of a Canadian or non-US corporation      Yes      No

If yes:

The office of Brian Borts CPA, CA prepares my corporate tax return

I am submitting the company's current year income statement and balance sheet

## SALE OF A PRINCIPAL RESIDENCE

**CAPITAL GAINS OVER \$250,000 (IF SINGLE) OR \$500,000 (FOR A COUPLE, IF BOTH ARE US PERSONS) ARE TAXABLE IN THE US.**

I sold my principal residence in 2018      Yes      No

If yes:

Date: acquired      sold      Percentage owned by: you %

Purchase price (including purchase costs) \$      Sale price \$

Address (if different from address on page 3)

City      Province/State      Postal Code

List outlays/expenses (closing costs, real estate commission, etc.) and additions/improvements (e.g. renovations, new furnace, etc.) Include dates and costs: