Step 1 Personal Information Checklist

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International Tax. Simplified.

This checklist represents STEP 1 of tax return preparation. Once completed, upload to your portal then continue the Step By Step Process.

	Taxpayer 1	Taxpayer 2
First name and middle initial		
Last name		

☐ *If you are a returning client, please check the box and **complete** **sections II through V for any changes from prior year.***

Please be sure to review Part V - direct deposit and payment rule changes.

Part I-Personal Information

Social Insurance Number/ITN (Canada)		
Social Security Number/ITIN (US)		
Date of birth (MM/DD/YYYY) **Ex. 01/31/1999**		
US Taxpayers only - US Presidential campaign fund contribution ($3)	☐	☐
Occupation		
Email Address		
Telephone - Home		
Telephone - Work		
Telephone - Cell		

Part II- Address

This question applies to returning clients. Have you relocated at any point during the year? ☐ YES ☐ NO

If **YES,** kindly update the new mailing address below and provide the moving date (MM/DD/YYYY) **Ex. 01/31/1999**

If you paid to use TPC address in your engagement letter and would like to do so, please check the box.

Mailing Address to be reported on tax return. **NEW CLIENTS** are required to complete.

Part III-IRS Protection PIN

Did you receive a notice from the IRS with respect to identity theft? ☐ YES ☐ NO

If "yes", please provide your Identity Protection PIN (IP PIN) Taxpayer Spouse

An Identity Protection PIN (IP PIN) is a six-digit number is issued ANNUALLY to those taxpayers who have requested or require it. IF you have one or have had one in the past, the IP PIN is required in order for us to efile your return. It helps IRS verify your identity when you file your electronic or paper tax return and reduces delays in processing.

Part IV- Dependants

Do you have any dependent? If YES complete the below

	Dependant 1	Dependant 2	Dependant 3	Dependants
Name				
Relationship				
Social Security Number/ITIN				
Social Insurance Number (SIN)				
Date of birth (MM/DD/YYYY) **Ex. 01/31/1999**				
Post-Secondary Student				

Part V- Direct Deposit Direct Debit Information

Canadian Account Information

If you have changed your bank account, please ensure you update your direct deposit information with the CRA either by logging into your CRA My Account or by completing and mailing the Direct Deposit Enrollment form available at the following link: Canada Direct Deposit Enrolment Form/Formulaire d'inscription au dépôt direct au Canada

For alternative options refer to the CRA website: https://www.canada.ca/en/revenue-agency/services/about-canada-revenue-agency-cra/direct-deposit/individuals.html

Effective March 24, 2025, the CRA no longer allows changes to Direct Deposit Information by e-filing the return.

U.S. Account Information

Important Update for the 2025 Tax Season regarding Refunds or Payments

The IRS no longer issues paper refund checks.
If you are expecting a refund, you must provide a **U.S bank account** that can receive direct deposit.

A- If **you have a U.S. bank account**, please provide the details below:

Bank name: ☐

Routing number: ☐

Account number: ☐

Account type (checking/savings): ☐

B-Would you prefer **direct debit** for your U.S. tax return?
Direct debit means the IRS will automatically withdraw any tax you owe from your bank account for extension payment or balance due upon filing.*)*

☐ Yes ☐ No

C- If you **don't have a U.S bank account**, please review the following alternatives for receiving your refund electronically:

1 -Open an account at a bank or credit union (resources: **FDIC.gov/GetBanked** **MyCreditUnion.gov**).

2- Use a mobile banking app or prepaid debit card that provides a routing and account number for direct deposit.

3- Explore Treasury-sponsored electronic payment alternatives (details to be released during implementation).

For more information on refund options, visit the IRS section Refund and Disbursements on IRS.gov.

Once you have a U.S. bank account, please update your Step 1 checklist with the routing and account number. This is **specifically** needed if you expect a **refund** or if you want to use direct debit (meaning the IRS will automatically take the amount you owe from your bank account when the return is filed).