

Step 1 Personal Information Checklist



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	<input type="text"/>	<input type="text"/>
Last name	<input type="text"/>	<input type="text"/>

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*If you are a returning client, please check the box and **complete sections II through VI for any changes from prior year** before moving to the Step 2 Tax Checklist of the [Step by Step Process](#).*

Part I-Personal Information

Social Insurance Number/ITN (Canada)	<input type="text"/>	<input type="text"/>
Social Security Number/ITIN (US)	<input type="text"/>	<input type="text"/>
Date of birth (MM/DD/YYYY)	<input type="text"/>	<input type="text"/>
US Taxpayers only - US Presidential Campaign Fund contribution (\$3)	<input type="text"/>	<input type="text"/>
Occupation	<input type="text"/>	<input type="text"/>
Email Address	<input type="text"/>	<input type="text"/>
Telephone - Home	<input type="text"/>	<input type="text"/>
Telephone - Work	<input type="text"/>	<input type="text"/>
Telephone - Cell	<input type="text"/>	<input type="text"/>

Part II- Address

This question applies to returning clients. Have you relocated at any point during the year?

If YES, kindly update the new mailing address below and provide the moving date.

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- Change in Personal Situation During the year

Marital status

Did your marital status change during the year?

State the date of change (MM/DD/YYYY)

Please note that some of these questions will be asked again in the Step 2 Tax Checklist for the purpose of customizing the checklist.

Part IV- Citizenship and Residency

Are you a Canadian citizen?

Did you live in Canada during 2024?

Did you relocate to or from Canada during 2024?

Are you a US citizen or Greencard holder? (Citizen, Greencard, or Neither)

Did you receive a notice from the IRS with respect to identity theft?

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

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.

If applicable, what other country are you a citizen of?

Part V- Dependants

Did you have any dependents in 2024? If YES complete the below.

	Dependant 1	Dependant 2	Dependant 3	Dependant3
Name				
Relationship				
Social Security Number/ITIN	<div></div> SSN	<div></div> SSN	<div></div> SSN	<div></div> SSN
Social Insurance Number (SIN)				
Date of birth (MM/DD/YYYY)				
Post-Secondary Student				

Part VI- Direct Deposit Information

Do you wish to change or set up direct deposit for income tax refunds? If YES, complete the below.

US Account Information

Please complete the following to change your US bank account information or request direct deposit for your income tax refund with the Internal Revenue Service and/or state revenue department.

Type of account

Routing number

Account number

Do you want to use this account for direct debit of federal or state balance(s) due where such automatic withdrawal is available?

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.