

Step 1 Personal Information Checklist



TROWBRIDGE

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 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)

Social Security Number/ITIN (US)

Date of birth (MM/DD/YYYY)

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?

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 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)

Part IV- Citizenship and Residency

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

Taxpayer 1

Taxpayer 2

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 dependants in 2024? If **YES** complete the below.

Dependant 1

Dependant 2

Dependant 3

Dependant3

Name

Relationship

Social Security Number/ITIN

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

Please complete the following to change your Canadian bank account information or request direct deposit for your income tax refund and GST/HST credit with the Canada Revenue Agency.

Taxpayer 1

Taxpayer 2

Branch Number (5 digits)

Institution Number (3 digits)

Account Number (max 12 digits)

Note: Alternatively you can provide a void cheque from a Canadian bank account.

Please note for *tax returns that cannot be electronically filed*, registering for direct deposit with the tax return is not available.