

2016 Questionnaire

This questionnaire is designed to help you provide the information and documents needed to prepare your 2016 US personal income tax returns. Please answer all applicable questions and supply relevant documentation, where requested. Where necessary, use the "Any Other Information" section at the end of the questionnaire to provide additional information on any income, deductions or other matters you consider relevant to your 2016 tax position.

If your spouse/partner does not have a US tax filing obligation (e.g. is a non-resident alien) please provide their personal information on page 1 but all other information in the questionnaire should be provided just for the US taxpayer. Throughout the questionnaire, please provide details of the worldwide income for the entire year.

Personal Information

To clear the questionnaire,
click here:

If you are an existing client, and we have prepared prior year US tax return, to help you complete the questionnaire with minimal time and effort, you only need to provide personal information that has changed since last year.

Taxpayer Information

First Name	Last Name
Profession	US Social Security Number
Email	
Telephone	Date of Birth (dd/mm/yyyy)
	/ /

Spouse/Partner Information

First Name	Last Name
Profession	US Social Security Number
Email	
Telephone	Date of Birth (dd/mm/yyyy)
	/ /

Are you considered legally blind per IRS regulations?

Do you want to contribute to the Presidential Election Campaign Fund?

Are you a U.S. citizen or Green Card holder?

Is the taxpayer claimed as a dependent on someone else's tax return?

Taxpayer

Yes No

Spouse/
Partner

Yes No

Prior Year US Tax Returns

If you are not an existing client please indicate below which prior year US tax returns you filed and upload copies (including amendments) into the Analie Tax Secure Client Portal.

Yes No If yes to State Returns, which states?

Federal Return

FBAR

State Returns

Dependents

Please include all qualifying children and other qualifying dependents.

Name	Date of Birth	Relationship to Taxpayer	Social Security No.	Income over \$4,050?		Unearned income over \$1,050?		Months Lived in Your Home	Victim of Identity Theft?		In Post High School Education?		Disabled?	
				Yes	No	Yes	No		Months	Yes	No	Yes	No	Yes
	/ /													
	/ /													
	/ /													
	/ /													

Status Changes

Please confirm your current marital status and any changes that have occurred during 2016.

Current Status	2016 Change of Status?	Date
Single	☐	/ /
Registered Partnership	☐	/ /
Married	☐	/ /
Separated	☐	/ /
Divorced	☐	/ /
Widowed	☐	/ /

Bank Account Information

Please provide the bank details below for the account you would like any refund paid into.

Name of bank	
Routing number (RTN)	
Account number	
Account holder(s)	

Addresses and Residency

The taxation of your income is largely determined by your tax residency status, and ensuring that this is accurately determined is a key step in determining how your income is reported. US persons (citizens, greencard holders, long term residents etc) are considered US residents and are therefore taxable on their worldwide income. However, in many cases income subject to tax in another country can be exempted or eligible for double tax relief on the US tax return if you are considered resident in another country. Therefore, determining your residency status for tax purposes can be complex, particularly if your family do not live in the same location as you all year, you have accommodation available to you in more than one country or you commute across country borders on a daily/weekly basis etc.

If you have changed address more than once since 1 January 2016, or if your spouse/family moved on different dates or remained living at a different address, please provide full details (including full address details and dates occupied) in the "Any Other Information" section at the end of the questionnaire.

Principal Residences

Address at 1 January 2016

Street & No.	Owned	Rented	Other
Town	State/County		
Post/Zip Code	Country		
Occupied From	Occupied To (blank if current)		
/ /	/ /		
If Owned			
Purchase Date	Purchase Price (incl. currency)		
/ /			

Current address (if different)

Street & No.	Owned	Rented	Other
Town	State/County		
Post/Zip Code	Country		
Occupied From	Occupied To (blank if current)		
/ /	/ /		
If Owned			
Purchase Date	Purchase Price (incl. currency)		
/ /			

Other Properties Owned in 2016

Property 1

Property Type	
Street & No.	
Town	State/County
Post/Zip Code	Country
Owned From	Owned To (blank if current)
/ /	/ /
Purchase Price (incl. currency)	

Property 2

Property Type	
Street & No.	
Town	State/County
Post/Zip Code	Country
Owned From	Owned To (blank if current)
/ /	/ /
Purchase Price (incl. currency)	

Property 3

Property Type	
Street & No.	
Town	State/County
Post/Zip Code	Country
Owned From	Owned To (blank if current)
/ /	/ /
Purchase Price (incl. currency)	

Income Checklist

US persons are required to report their worldwide income on their tax returns. The aim of this page is to list the main sources of income and the respective documents that we require to complete the tax return. The initial focus is on the most common sources of income received. There are some more detailed questions that follow and some questions relating to the less commonly seen sources of taxable income.

The taxation of non-residents can be more complicated as there are potential elections available in the US to optimise your tax position. In all cases, please provide details of worldwide income for the entire calendar year. Please provide all information in the original currency.

The tax return fees quoted are based on provision of summary documents – if we are required to analyse individual invoices/expenses this will be invoiced on a time-spent basis. Please complete the checklist below and upload the applicable documents into the Client InBox in your private vault in the Analie Tax Secure Client Portal.

1. Business Income

If you received self employment income, please provide the information listed below:

Profit & loss account
Summaries of income generated and expenses incurred
Tax deductible miles travelled for business purposes

2. Rental Income

If you own properties generating rental income or loss, please provide the following information:

Address of propert(ies)
Date purchased
Original purchase price & purchase costs
Date first rented
Market value of land and property when first rented
Income received
Expenses incurred (management fees, insurance, repairs, maintenance etc.)
Mortgage interest – please provide certificate showing annual interest amount (Form 1098)

3. Capital Gains

Sale of shares acquired through company share schemes:

Please provide details (dates & prices) of purchase/award, vesting, exercise and sale

Sale of real estate:

Please provide details of purchases and sales including dates and costs
Sales of Real Estate Form 1099-S
Please provide details of dates occupied by you/rented to tenants

Sale of private shares/other assets:

Please provide details of purchases and sales including dates and costs
Sales of Stock, Land, etc. for Capital Gains Form 1099-B

4. Employment

US Forms W-2
Annual remuneration certificate for non-US employers
For countries with non-calendar tax years (e.g. UK) please provide payslips for the year
If your income includes one-off payments (e.g. share schemes, bonuses etc.) then please provide details/payslips

5. Pension

This includes pension income from private, employer or State pension plans. Please provide details of the gross amount received, the paying country and any tax & social security payments withheld. The country who has the primary taxing right is often determined in the relevant double tax treaty.

US Forms 1099-R and SSA-1099
Paperwork detailing gross foreign pension income received and tax/SS withheld

6. Investment Income

This primarily includes interest income, dividend income and income from investment partnerships.

Gross interest income, tax withheld & paying country
Interest Income Statement Forms 1099-INT & 1099-OID
Gross dividend income, tax withheld & paying country
Dividend Income Statement Form 1099-DIV
Form K-1 from Partnerships, Trusts, and S-Corporations

7. Other

Any other income from the US or foreign countries not mentioned above (e.g. alimony received, unemployment compensation, social security benefits, etc.).

Miscellaneous Income Form 1099-MISC
State Tax Refunds Form 1099-G
Unemployment compensation received
Non-US child benefits or family allowances

Deductions Checklist

Below is a summary of the principal deductions available for US tax purposes. It is not all-inclusive and many are subject to limitations, or may only apply in certain situations and/or be governed by other rules. There are some more detailed questions that follow and some questions relating to the less commonly seen deductions.

Please complete the checklist below and upload the applicable documents into the Client InBox in your private vault in the Analie Tax Secure Client Portal.

Medical Expenses	Medical and dental costs associated with the diagnosis, cure, mitigation, treatment, or prevention of any disease, including the expenses of equipment, supplies, and diagnostic devices.	Details of amounts paid for healthcare insurance, to doctors, dentists & hospitals and for prescription medicine Amounts of miles driven for charitable or medical purposes
Home Ownership	Costs of purchasing a home (including home mortgage interest payments, real estate taxes, mortgage points and mortgage insurance premium payments), home improvement expenses, property taxes from second homes and vacation homes, moving costs if you moved to a new job location that is 50 miles or more from the previous location or energy efficient improvements to your home including the installation of renewable energy sources.	Details of home mortgage interest including US Form 1098 Details of second home mortgage interest paid Details of any real estate taxes paid Details of moving costs (if you moved more than 50 miles due to change in job location) Details of home improvements, energy efficient improvements and installation of renewable energy
Charitable Donations	Donations to a qualified charity or non-profit organization. In general, you can deduct any cash contributions you make, and you can deduct the fair-market-value of any donated property, such as clothing, household items, or vehicles.	Details of any cash contributions and the fair market value of any non-cash contributions to charities Details of unreimbursed expenses related to any volunteer work performed including mileage for volunteer purposes
Investment Expenses	Expenses related to your investments and capital losses on investment property only, not on property that was owned for personal use.	Calculations of any capital losses on investment properties Expenses related to your investments including legal fees and safety deposit box rental
Employee Expenses and Job Deductions	Unreimbursed job expenses that are considered "ordinary and necessary" in your trade, business, or profession. Expenses do not have to be required by your employer to be considered necessary.	Details of unreimbursed employment expenses (dues, publications, tools, uniform cost and cleaning, travel) Details of education expenses to maintain or improve job skills
Job-Hunting Expenses	Expenses incurred looking for a job in your present line of work, i.e., you're not changing professions or looking for your first job.	Details of job hunting fees including employment agency fees, resumé costs and fees in connection with employment contract negotiations and preparation Job search travel and transportation expenses
Retirement Plan	Contributions to a retirement plan such as an IRA, 401k, 403b, SIMPLE, or SEP plan may be deductible up to contribution limits.	Details of contributions made to retirement or pension plans. US Forms 1099-R
Education Expenses	Qualified education expenses paid during the year for yourself, your spouse or your dependent and related loan interest.	Details of any tuition fees and related expenses (e.g. course-related books, supplies, and equipment) Details of interest paid on a commercial loan taken out exclusively for the purposes of paying for education
Miscellaneous	Other miscellaneous deductions	Amount paid during the year for preparation of tax returns. Details of any alimony paid

Detailed Questions

The remainder of this questionnaire covers US specific tax points. The questions have been formulated as a checklist to limit the time you need to spend inputting information held on existing documents. To ensure that we have all the information required to prepare your tax return, please ensure that for any question where you respond "Yes" that you upload the details to the Client InBox in your private vault in the Analie Tax Secure Client Portal, or provide commentary in the "Any Other Information" section of the questionnaire. We have included the commonly received paperwork relevant to each section throughout the questionnaire to assist you in collating all necessary documents.

Filing Status and Filing

Yes

No

Are you legally married?

If Yes, do you and your spouse want to file separate returns?

If Yes, will you file a joint federal return and be required to file single state returns?

If No, are you in a domestic partnership, civil union, or other state-defined relationship?

Can you or your spouse be claimed as a dependent by another taxpayer?

Did you or your spouse serve in the military or were you or your spouse on active duty?

Have you been an identity theft victim and have you contacted the IRS?

If Yes, please furnish the 6-digit identity protection PIN issued to you by the IRS - Taxpayer:

If Yes, please furnish the 6-digit identity protection PIN issued to you by the IRS - Spouse:

Dependents

Yes

No

Were there any changes in dependents from the prior year (including non-child dependents for whom you provided more than half the support)?

Did you or your spouse pay for child care while you or your spouse worked or looked for work?

Do you have any children age 18 or student children, aged 19 to 23, who did not provide more than half of their cost of support with earned income and that have unearned income of more than \$1,050?

Did you adopt a child or begin adoption proceedings?

Education

Yes

No

Did you or your spouse pay any student loan interest?

Did you or your spouse withdraw any amounts from your IRA to pay for higher education expenses incurred by you, your spouse, your children, or grandchildren?

Did you or your spouse withdraw any amounts from a Coverdell Education Savings Account or Qualified

Did you, your spouse, or your dependents incur any post-secondary education expenses (e.g. tuition)?

If you answered yes to any of the above questions please include Forms 1099-Q, as applicable, with your upload to the Analie Tax Secure Client Portal.

Detailed Questions

Healthcare

Yes

No

Did you have healthcare coverage (health insurance) for you, your spouse, and any dependents?

Did you or your spouse have any transactions pertaining to a health savings account (HSA) or medical savings account (MSA)?

Did you or your spouse incur any unreimbursed medical or dental expenses?

Did you or your spouse receive any distributions from long-term care insurance contracts?

If you or your spouse are self-employed, are you or your spouse eligible to be covered under an employer's health plan or long-term care plan at another job? *If Yes, how many months were you covered?*

Months

For any months you, your spouse or your dependents spent living in the US, did you have healthcare coverage or do you qualify for an exemption from coverage?

Did you lose your job during 2016 because of foreign competition and pay for your own health insurance?

If you answered yes to any of the above questions please include Forms 1095-A, 1095-B, 1095-C, 1099-SA and 1099-LTC, as applicable, with your upload to the Analie Tax Secure Client Portal.

Retirement or Severance

Yes

No

Did you or your spouse contribute to a Roth IRA or convert an existing IRA into a Roth IRA?

Did you or your spouse roll into a Roth IRA any distributions from a retirement plan, an annuity plan, tax shelter annuity or deferred compensation plan?

Did you or your spouse turn age 70 1/2 during the year and have money in an IRA or other retirement account while not taking a distribution?

Did you or your spouse retire or change jobs?

Did you or your spouse receive deferred, retirement or severance compensation? *If Yes, enter the date received (dd/mm/yy).*

Date / /

If you answered yes to any of the above questions please include Forms 1099-R and SSA-1099, as applicable, with your upload to the Analie Tax Secure Client Portal.

Detailed Questions

Deductions and Credits

Yes

No

Did you or your spouse contribute property (other than cash) with a fair market value of more than \$5,000 to a charitable organization? *An appraisal is not required for contributions of publically traded securities or contributions of non-publically traded stock of \$10,000 or less.*

Did you or your spouse incur any casualty or theft losses?

Did you or your spouse make any large purchases, such as motor vehicles or boats?

Did you or your spouse incur any casualty or loss attributable to a federally declared disaster?

Did you or your spouse purchase a new alternative technology vehicle, including a qualified plug-in electric drive motor vehicle?

Did you or your spouse use gasoline or special fuels for business or farm purposes (other than for a highway vehicle)? *If Yes, please provide the gallons of gasoline or special fuels used for off-highway business purposes.*

Gallons

Fuel Type

Did you or your spouse install any alternative energy equipment in your residence such as solar water heaters, solar electricity equipment (photovoltaic) or fuel cells?

Did you or your spouse install any energy efficiency improvements, or energy property in your residence such as exterior doors or windows, insulation, heat pumps, furnaces, central air conditioners or water heaters?

Investments

Yes

No

Did you or your spouse have any debts cancelled, forgiven, or refinanced?

Did you or your spouse start a new business, purchase a new rental property or farm, or acquire any new interest in any partnership or S corporation?

Did you or your spouse sell an existing business, rental property, farm, or any existing interest in any partnership or S corporation?

Did you or your spouse sell, exchange, or purchase any real estate?

Did you or your spouse receive grants of stock options from your employer, exercise any stock options granted to you or dispose of any stock acquired under a qualified employee stock purchase plan?

Did you or your spouse engage in any put or call transactions?

Did you or your spouse close any open short sales?

Did you or your spouse sell any securities not reported on Form 1099-B?

If you answered yes to any of the above questions please include Forms 1099-B and closing statements, as applicable, with your upload to the Analie Tax Secure Client Portal.

Detailed Questions

Personal Residence

Yes

No

Did you or your spouse move to a different home because of a change in the location of your job?

Did you or your spouse claim a homebuyer credit for a home purchased in 2008?

Did you or your spouse withdraw any amounts from your Individual Retirement Account (IRA) or Roth IRA to acquire a principal residence?

If your total mortgages on your first and/or second residence were greater than \$1,000,000, provide the following information:

Principal balance at the beginning of the year

Principal balance at the end of the year

Interest rate at the beginning of the year

Interest rate at the end of the year

Are you claiming a deduction for mortgage interest paid to a financial institution and someone else received the Form 1098?

Did you or your mortgagee receive mortgage assistance payments?

If you answered yes to any of the above questions please include Forms 1098-MA, as applicable, with your upload to the Analie Tax Secure Client Portal.

Sale of Your Home

Yes

No

Did you sell your home?

If yes, did you or your spouse own and occupy the home as your principal residence for at least two years (can be non-consecutive periods totalling two years) out of the five-year period prior to the sale?

Did you or your spouse ever rent out the property?

Did you or your spouse ever use any portion of the home for business purposes?

Have you or your spouse sold a principal residence within the last two years?

If Yes, at the time of the sale, the residence was owned by:

Taxpayer

Spouse

Joint

Other

If you answered yes to any of the above questions please include Forms 1099 and closing statements, as applicable, with your upload to the Analie Tax Secure Client Portal.

Detailed Questions

Gifts

Yes

No

Did you or your spouse make any gifts, including birthday, holiday, anniversary, graduation, etc., with a total (aggregate) value in excess of \$14,000 to any individual?

Did you or your spouse make any gifts of difficult-to-value assets (such as non-publicly traded stock) to any person, regardless of value?

Did you or your spouse make any gifts to a trust for any amount?

Did you or your spouse have a life insurance trust?

Did you or your spouse assist with the purchase of any asset (auto, home) for any individual?

Did you or your spouse forgive any indebtedness to any individual, trust or entity?

Did you or your spouse make any loans with an interest rate below the market rate of interest?

Foreign Matters

Yes

No

Do you or your spouse own all or part of a foreign (i.e. non-US) corporation, foreign LLC (or equivalent), foreign LLP, foreign partnership, or foreign trust? *If yes, the IRS requires special forms to be filed, which if you fail to file, you may be subject to substantial penalties. We will contact you for the information required to be reported in these forms. An additional fee may be charged due to the complex reporting requirements.*

Did you, or your spouse, have accommodation paid for, or provided by, your employer during the year?

Did you, or your spouse, incur foreign (i.e. non-US) housing expenses including rent, utilities (excluding telephone), furniture rental, insurance, parking or repairs?

Did you or your spouse create or transfer money or property to a foreign trust?

Did you or your spouse own any foreign (e.g. non-US) financial assets such as a foreign pension, stock in a foreign corporation, foreign mutual funds, a capital or profits interest in a foreign partnership, a note, bond, debenture, or other form of indebtedness issued by a foreign person, an interest in a foreign trust or estate or an interest in foreign derivatives or swaps, annuity or life insurance (with a cash value)? *If yes, additional information may be required depending on the value of these specified foreign financial assets as any growth in value over your contribution may be taxable.. An additional fee may be charged due to the complex reporting requirements.*

Did you, or your spouse, have any working days outside your country of employment? *If yes, please complete Appendix 1.*

Did you, or your spouse, make any capital repayments on a non-US mortgage?

Detailed Questions

Taxes

Yes

No

Did you or your spouse pay any US Federal or State withholding taxes?

Did you or your spouse make any Federal or State Estimated Tax Payments?

Did you or your spouse pay any US State taxes relating to a prior year?

Did you or your spouse receive any refunds of US State taxes relating to a prior year?

Did you or your spouse pay any other taxes, including personal property and real estate taxes?

Did you or your spouse pay any foreign taxes, or receive any foreign tax refunds, including amounts relating to a prior year?

State Returns

Yes

No

Did you or your spouse file any US State tax returns in 2015? *If yes, and these were not prepared by us,*

Are you aware that you or your spouse have any US State filing requirements for 2016? *If yes, please indicate which states and upload details to the Analie Tax Secure Client Portal.*

Expected state filing requirement 1

Expected state filing requirement 2

Expected state filing requirement 3

Expected state filing requirement 4

Miscellaneous

Yes

No

Did you pay in excess of \$1,000 in any quarter, or \$2,000 during the year for domestic services performed in or around your home to individuals who could be considered household employees?

Did you or your spouse receive unreported tip income of \$20 or more in any month?

Have you or your spouse received a punitive damage award or an award for damages other than for physical injuries or illness?

Did you or your spouse engage in any bartering transactions?

Were you or your spouse notified by the IRS or other taxing authority of any changes in prior year returns?

For any trust that you or your spouse created or are trustee, did any beneficiaries, grantors, or trustees die or move?

Did you or your spouse incur any unreimbursed business expenses?

Did you or your spouse incur any other miscellaneous expenses, including safety deposit boxes, investment expense, tax preparation fees etc?

Foreign financial accounts/assets

The Foreign Bank Account Reporting (FBAR) reporting requirement has been in existence since the 1970's. Via the FBAR, each U.S. citizen, U.S. resident or US entity (corporation, partnership, trust, or estate) must report all accounts they hold in foreign banks and other financial institutions (outside the U.S.) if the aggregate maximum account value of these accounts exceeded \$10,000 at any time during 2016.

These include accounts for which a U.S. citizen is the owner (sole/joint), accounts over which they are not the owner but have authority to conduct transactions on behalf of the account owner (e.g. signatory authority on a corporate account) and accounts in corporations, partnerships, trusts or estates in which your beneficial ownership is greater than 50%.

The most common foreign bank and other financial accounts that must be reported include bank accounts, investments, securities and/or other brokerage accounts, trust accounts, insurance policies and annuities having cash value, retirement and pension accounts and business accounts over which you have signatory authority.

There are significant possible penalties for missing or incorrect information. For non-wilful errors penalties can be up to \$10,000 and for wilful errors, up to the greater of \$100,000 or 50% of the value of each account.

In 2011, the IRS introduced Form 8938 which requires the reporting of Specified Foreign Financial Assets. Whilst there is some overlap between the FBAR and the 8938, each form has slightly different reporting requirements. For example the 8938 does not require you to report accounts where you only have signatory authority but does require the reporting of foreign stock and securities holdings, partnership interests, hedge funds and private equity funds.

Please complete the questions below and the table in Appendix 2 with the details of your Foreign Financial Accounts and provide details of other Foreign Financial Assets held by uploading the information into the Client InBox in your private vault in the Analie Tax Secure Client Portal.

Foreign Financial Accounts / Assets

Yes

No

During the year did you, or your spouse, have ownership in any non-US financial accounts (e.g. foreign bank accounts, investment accounts, pension accounts etc)?

During the year did you, or you spouse, have signature authority over any non-US accounts (e.g. a corporate, partnership, trust, or estate account) without having any ownership interest in the account?

During the year were you, or your spouse, a part owner or investor of any corporation, partnership, trust or estate that had a non-US financial account without having a signature authority over the account?
(Answer "yes" only if your ownership of the corporation or partnership exceeded 50%, or your beneficial interest in the trust or estate exceeded 50%)

If you answered yes to any of the above three questions, did the aggregate value of these accounts exceed \$10,000 at any time during 2016?

If the aggregate balance of the accounts did exceed \$10,000 at any point during 2016 would you like us to prepare the FBAR reports for you? *If yes, please complete the table below. If you need more space then let us know and we'll send you a bigger table. If no, can you please send us copies of your filed FBAR reports for our records.*

Did you or your spouse hold any other foreign financial assets including stocks, securities, partnership interests, hedge funds, private equity investments, mutual funds etc?

Any Other Information

If you have any questions, or have other information not provided for in the questionnaire, please provide below:



Tax Return Delivery

We operate a paperless office and, whenever possible, we will share documents electronically via the Analie Tax Secure Client Portal. Your final tax return and associated attachments will be uploaded in PDF format for you to download, print, sign and mail to the tax authorities. Failure to do this may lead to automatic penalties, surcharges and/or interest. You agree to check that returns that we have prepared for you are complete before you approve and sign them. Taxpayers cannot delegate this legal responsibility to others.

Retention of Documents

You have a legal responsibility to retain documents and records relevant to your tax affairs. During the course of our work we may collect information from you and others relevant to your tax affairs. We will return any original documents to you. Documents and records relevant to your tax affairs are required by law to be retained for periods of time as determined by law.

Sign Off

To the best of my knowledge the information enclosed in this tax questionnaire, and the related supporting documents, are correct and includes all income, deductions, and other information necessary for the preparation of this year's income tax returns.

Type your name and date below to confirm.



Taxpayer



Date



Spouse/Partner



Date

Spouse or Partner

[illegible][illegible]

Appendix 2: Foreign Financial Accounts

[illegible]