

Ben-Tax Associates, Inc.
10 West square Lake road, Suite 302
Bloomfield Hills, MI48302
248-335-8001 (Ph)
248-335-8905 (fax)

Please have the documents requested inside faxed to us prior to your Appointment, so that the information is entered in your file prior to your scheduled arrival to your appointment. We digitize these documents in our document storage system, for fast retrieval of these documents; in case you need them in future.

1) Individual Preparation check list

2) Additional Information requested

3) Gift Tax return information

4) FBAR filing information.

3) credit card authorization along with copy of the credit card(front and Back)

4) Price list/ rate sheet.

Note: No appointment will be provided without the credit card authorization or copy of credit card (front and back).

Ben-Tax Associates, Inc

Ph: (248)335-8001

Fax (248)335-8905



Name(s): Social security numbers:

Date(s) of Birth: Visa Status:

Passport: Prior Year Tax returns:
Please provide the copies if you are our new client

Phone No/ Fax Number(s):

- Social Security Numbers/ ITIN no's for spouse and dependents
- Child care/Adult care provider Name, address and Tax Id.
- Alimony paid/recvied in case Divorsed tax payer: SSN of the payee

Employment/Income Info

- W2 /1042-S for the year
- 1099-G for prior year tax refund info/ Unemployment benefit info.
- Miscellaneous income including rent/royalties
- Schedule K1 from Partnership/ S-Corporation/Trust Income
- Pensions and Annuities form 1099-R
- Social security and Rail Road retirement benefits form 1099-RRB
- Alimony received
- Jury duty pay
- Gambling and Lottery winnings
- Prizes and awards
- Scholarships and fellowships
- Sum of Sales tax paid for the year (important if you are living in a No STATE TAX state and you are itemizing)
- Health Savings account documents 5498SA, 1099SA
- Rental Income and exp (please provide proofs of Income and expenses)
- Gift tax return (please refer to subsequent pages)
- FBAR filers (Please refer to subsequent pages)

Education Info:

- 1098-T issued by the college or university.
- Reciepts for the educational expenses like books and lodging.
- 529 Plan contribution details

Home owner and Renter info.

- Name and address of the land lord and address of the residence for the year.
- Mortgage interest first/second mortgage info **1098-S INCLUDING mortgage interest in foreign country**
- Real estate taxes paid for the year. **INCLUDING Real estate taxes in foreign country**
- Closing statements of buyer and seller in case of a new home purchase
- Home improvement/ repairs info incase of a home sale situation.
- Sale of home info 1099-S
- Moving expenses for the year Financial Assets:
- Interest income info 1099-D/ 1099-OID
- Divident income statements 1099-DIV
- Stock transactions info 1099-B (Please provide the xxx.TXF file)
- Retirement plan distribution 1099-R
- **Bank account number and Routing number**
(for direct deposit or withdrawal of tax refunds/payments, TAX preparation fee)

Additional information requested.

For ITIN application for dependents.

- 1) Please provide the notarized copies of the dependent passports and I-94 (front and back).
(The notary has to be US Notary or notary in a nearest US consulate/embassy.
Please note that Ben-Tax Associates, Inc has onsite notary(For fee) available if you are coming in-person to our office.).
- 2) The dependent applicant if not a minor has to accompany the tax payer to our location to sign the ITIN application.

Note: The ITIN application with the tax return could cause the IT return refund delay upto 2 to 3 months. Remember to get Power of Attorney on form 2848 (POA) completed if the dependent would leave U.S before the IT return is processed by IRS. Please have one additional set of ITIN application as a backup while the application is pending with IRS.

The fee for each ITIN application is mentioned in the rate sheet or Price list and in fee schedule..

For Foreign tax credit

Infosys:

- 1) Bring the letter provided by the employer explaining the foreign income(included in the w-2) and foreign tax paid inn \$US.

Wipro, Ltd

- 1) Provide following

a) form saral 2011-2012 and Form 16 2011-2012

or

b) Gross earnings or IT projection sheet. 2011-2012.

And

- c) Your Last(typically December 31st) onsite pay stub. This stub would have the Year To Date India component.

TCS and HCL and others:

- 1) Bring or fax the Pay stubs of Months Dec 2010, Mar 2011, Dec 2011) Provide the form Saral . 2011-2012 and Form 16 . 2011-2012 (if available).

Note: Please realize that the foreign tax credit requires filing the form 1116 on their tax return. Please find the associated fee for form 1116 from the price list/rate sheet.

Information required for Gift tax returns(Gift tax returns form 790)

1. Name of the person who received the gift
2. Please indicate whether it is property or cash
3. Amount of gift
4. Method of payment.
5. Purpose of payment.
6. Address of the person who received the gift from you.
7. Who gave the gift (Tax Payer/ Spouse)

**FBAR Filing (Report of Foreign Bank and Financial Accounts) for 2011
and Beyond**

Note: If you have foreign assets (cash, mutual funds, Insurance, stocks, debentures etc) in a foreign country, and such aggregate amounts are more than or equal to \$50,000 you need to file BOTH forms 8938 along with your tax return.(Deadline april 15) and Form TDF 90-22.1 (Deadline June 30)

OR If you have foreign assets (cash, mutual funds, Insurance, stocks, debentures etc) in a foreign country, and such aggregate amounts are more than or equal to \$10,000 you need to file form TDF 90-22.1 (Deadline June 30)

For Each of the account please provide the following info

1. Name of the financial institution
2. Address, Email address and Phone number of the financial institution including Zipcode
3. Account number at the financial institutuion
4. Value of the account in foreign currency.
5. Income from such accounts (dividends, interest, royalties, capital gains, gains)
6. Name of the foreign currency

Individual Tax Returns Fee Schedule

Individual Resident Tax return 1040 (One State is Free; add \$25 for city)	\$100
* Electronic filing (where applicable)	NO Separate fee
Shipping and Delivery (Priority Mail)	\$15
first state (with federal return)	Free
each additional state/city	\$25.00(state) and \$25(city)
Schedule A (itemized tax return) without Job related exp. or Miscellaneous deductions	\$25.00
Schedule A (itemized tax return) with Job related exp. or Miscellaneous deductions	Load dependent
Schedule F (Farming)	\$50.00
Schedule B (Interest and Dividends)	\$25.00 and upward
Schedule C (sole prop/Home based business)	\$100.00and upward
Schedule D	Load dependent
Schedule E (Rental real estate)	\$75
Educational credits form 8863	\$25
First time home buyers schedule	\$25
Home sale proceeds	\$25.00
Sales and Use tax filings	\$50.00
1040NR Non-resident alien /*F1 student returns/Amended returns	\$100.00
first state (with 1040NR)	free
each additional state/city (1040NR)	\$25.00(state) and \$25(city)
Home sale proceeds	\$25.00
ITIN application package (per application with attestation)	\$50.00
Foreign Tax credit(1116)/income exclusion (form 2555)	\$25.00/ \$50 respectively
Verification of Third party returns	\$100.00
Tax Planning (Entertained only in the Non-Tax season)	\$ 100/hr
FBAR filings (deadline is June 30)	\$100
Form 8938	\$25

Corporation returns

1120/1120S/1065/1041/990/706/790 ---- Starts at \$450.00/2 hr appt. and \$200/ additional hour.
Each additional state is \$125

I have read the fee schedule and agree to pay for the services accordingly: **Signature:**_____

Additional State data

Residents of AL:

- a) Rural Physician credit

Residents of GA:

- a) Rural Physician credit
- b) Driver education credit

Residents/ Part year residents of Massachussets(MA):

- a) Provide the 1099HC from the Health Insurance company. Or provide the subscriber numbers(both the spouses), and EIN of FEIN of insurance company.
- b) Health/dental/vision costs paid for the year.
- c) Mass transit/public transportation costs incurred for the year.

Full year Residents of Connecticut(CT):

- 1) Provide the Home, Auto property tax payment details such as Connecticut city paid to, dates paid and amount paid.
- 2) CHET (529) contributions for the year.

Full year Residents of New Jersey(NJ):

- 1) Health related expenses for the year
- 2) Details of the Landlord such as address, duration of the rent and amount paid to each Land lord.