



CHECKLIST

Have You Remembered to:

- Enclose all tax slips Enclose all supporting documents
- Sign the Engagement Letter (at end of questionnaire)

SENDING AND RECEIVING DOCUMENTS		
We have a secure online portal system where clients can send and receive their tax documents.	Yes/Already Have	No
Do you want access to our online portal? Please contact us if you require login details.		
	Electronic PDF Copy	Printed Paper Copy
In which format do you want to receive your completed tax returns? (choose one only). (Please note that there will an additional charge if you wish to receive a copy in both formats)		

Important:

- Please save this PDF to your computer before opening and completing it.
- To protect your privacy **do not** send any Personally Identifiable Information (PII) or documents containing PII **via e-mail**. Examples of PII include the following:
 - SSN / SIN
 - Bank / Financial Account Number(s)
 - Income
 - Date of birth
 - Credit / debit card number(s)
- If you prepare your own FBAR, the 2025 exchange rate to use for converting your maximum account balances is CAD \$1.36900 = USD \$1.00.



2025 Individual Income Tax Questionnaire for

U.S. Tax Return Only Clients – Taxpayers Resident in US

TAXPAYER INFORMATION: (Returning clients may complete name only unless any personal information has changed from last year.)

	Name	Date of Birth	Relationship	Occupation	US SSN or ITIN (if applicable)
You			Self		
Spouse			Spouse		
Dependent Child*					
Dependent Child*					
Dependent Child*					

* If you have any dependents, please complete Part 3 so we can determine whether they qualify for the US Child Tax Credit or other dependent-related credits. If we are also preparing a US tax return for a dependent, please complete a separate questionnaire for each dependent. Please note that as of the 2018 taxation year you can no longer claim personal exemptions for yourself, your spouse, or dependents on your US tax return.

Filing status (select one):

Single Married (filing joint) Married (filing separately) Head of Household

CONTACT INFORMATION:

To ensure our records are current, please provide the following details:

Home address: _____ Home Tel. #: _____ Work Tel. #: _____

Address on tax returns: Same Other: _____ Email: _____

State(s) of Residence in 2025: _____

If moved from one state to another state during the year, please provide dates of move: _____

For more than half of 2025, was your main home located in the US for you and your spouse? Yes No

Do you or your spouse have a US IP PIN? An IP PIN is a six-digit Identity Protection Personal Identification Number provided by the IRS to help prevent tax identity theft. If you received a letter from the IRS with your IP PIN for this tax year, please provide it to us. Yes No

PART 1 – US REPORT OF FOREIGN BANK AND FINANCIAL ACCOUNTS (FinCEN Form 114) OR “FBAR” / STATEMENT OF SPECIFIED FOREIGN FINANCIAL ASSETS (Form 8938)

FBAR

All amounts must be reported in US Dollars.

The December 31, 2025 exchange rate of **USD \$1 = CAD \$1.3690** is to be used when converting from CAD to USD.

Each United States person who has a financial interest in or signature or other authority over any foreign (i.e. outside the US) financial accounts (including bank, securities, or other types of financial accounts) must report that relationship each calendar year if the aggregate value of these financial accounts exceeds USD \$10,000 at any time during the calendar year. To report the accounts, file FinCEN Form 114 with the Department of the Treasury on or before April 15th of the succeeding year. The term “United States person” means a citizen or resident of the United States and Green Card holder.

For each account, determine the highest value at any time during the year and report it on your FBAR.

The deadline to file the 2025 FBAR is April 15, 2026 (with an automatic extension to October 15, 2026). Late-filed forms are subject to penalties up to USD \$10,000 per account and may be increased to the greater of USD \$100,000 or 50% of the balance of the account for willful violations.

Electronic filing of the FBAR is mandatory. Do not mail paper versions of FinCEN Form 114 to the U.S. Department of the Treasury. To electronically file your FBAR, please go to <https://bsaefiling.fincen.gov/file/fbar>

Please specify how you would like to file your FBAR	Please select option by initialing below.
I will prepare and file my own FBAR electronically on the BSA e-filing website. Once filed, I will send a copy of my FBAR along with e-mail confirmation to my tax preparer at SKL Tax who will then determine if I need to file Form 8938. If I am required to do so, my tax preparer will use this information to prepare my Form 8938.	
I prefer to have my FBAR prepared by SKL Tax and electronically filed once I have provided my consent. I understand that the information on my FBAR may also be used to prepare Form 8938 (if applicable).	
(Please contact your preparer at SKL Tax if you would like to have your FBAR prepared. A data collection spreadsheet in Excel format will be sent to you to collect your account details)	

PART 2 – INCOME/DEDUCTION INFORMATION NEEDED TO PREPARE YOUR TAX RETURN(S)

Please complete each box below and indicate N/A where not applicable. Please forward all applicable information and details to us at your earliest convenience. We will assume that those items not addressed by you are not applicable to your 2025 tax return(s).

1 – BASIC INFORMATION REQUIRED	Indicate ✓ or N/A
Copies of all the tax slips you received. Please also refer to the next sections for more detailed description of slips.	

2 – EMPLOYMENT INCOME (Please refer to Section 3 if you have Self Employment and/or Professional Income)	Indicate ✓ or N/A
W2 – Employment	
Address of employer(s) if not shown on W-2 slip:	
Stock Options exercised (provide details / supporting documentation)	

3 – SELF EMPLOYMENT / PROFESSIONAL INCOME (See Important Note Below)	Indicate ✓ or N/A
1099-NEC/1099-MISC	
Self-Employment and/or Professional Income & Expenses (Please provide a supporting summary)	
Home office expenses (if applicable) - Please provide supporting summary	
Other: (please specify)	

IMPORTANT: Self Employment / Professional Income & Expenses

- If you received 1099-NEC/1099-MISC slips relating to your self-employment or professional activity, please indicate on your supporting summary whether these amounts are included in the gross income amount you provide.
- If you are providing details of your self-employment / professional or home office expenses by category, please do not send us copies of your bills & receipts (e.g. phone bills, restaurant receipts etc.). However, keep them in case the IRS asks to see them.

4 – INVESTMENT INCOME (Please refer to section 6 if you sold any investments in the year and section 7 if you receive income through a trust or partnership or have royalty income.	Indicate ✓ or N/A
1099-INT / 1099-DIV – Interest and Dividends along with accompanying statements to back up the amounts of the slips.	

5 – RENTAL INCOME – For each rental property, please provide:	Indicate ✓ or N/A
Rental Income / Expenses (attach a summary) / 1099-MISC Rental	
Details of fixed asset (capital improvements, furniture and fixtures etc.) additions and disposals	
Number of fair rental days	
Number of personal use days	

6 – SALE OF INVESTMENTS / CAPITAL GAINS / LOSSES (See Important Note Below)	Indicate ✓ or N/A
1099-B Summary of Stock Dispositions / Realized Gain/Loss Reports (See note below)	
If you sold Real Property, including your primary residence, we require original purchase and sale contracts / Statement of Adjustments and a summary of capital improvements. For primary residence, was the property your primary residence for 2 out of the last 5 years and was not rented out during the ownership period?	

IMPORTANT: Sale of Investments / Capital Gains/Losses

If not stated in your tax package from your investment dealer, for purposes of accuracy and completeness, it is essential that you provide us with all of the following for each disposition of capital property:

- a) **Quantity and Description** of each property disposed of
- b) **Date sold** (trade and settlement dates) of each property disposed of
- c) **Proceeds** from each disposition and related selling costs (if any)
- d) **Date of purchase** (trade and settlement dates) of each property disposed of
- e) **Cost base** of each property disposed of

If your record of capital dispositions does not include all the above information, please contact your investment dealer representative to assist you in this regard.

Alternatively, you may contact your investment dealer representative and give permission for us to contact them in the event we have any questions.

7 – PARTNERSHIP / TRUST / S CORP / ROYALTY INCOME	Indicate ✓ or N/A
K-1 Partnership / S-Corp / Trust, any other tax slip from foreign holdings	
Grantor Trust Statement	
1099-MISC Royalties	

8 – PENSION / OTHER INCOME	Indicate ✓ or N/A
1099-R – Pension or Other	
1099 SSA – US Social Security	
IRA and 401(k) Withdrawals	
1099-G – State Tax Refunds received	

9 – DEDUCTIONS AND CREDITS - (Note – as a result of US tax reform changes, expenses which were claimable in the past (such as union fees, investment counsel fees, accounting fees, etc.) as itemized deductions are no longer eligible for claim as itemized deductions.	Indicate ✓ or N/A
Charitable Donations (provide a summary, receipts are not required but may be requested by the IRS)	
Home Mortgage Interest paid	
Real and Personal Property Taxes Paid – For properties located in the U.S. only	
Medical Expenses (provide a summary, receipts are not required but may be requested by the IRS)	
Interest Paid on Student Loans (provide 1098-E)	
Deductible Support Payments Made (include name of recipient as well as Social Security Number)	

Investment Interest Expenses	
Tuition Fees / Form 1098-T	
Adoption expenses	
Car Loan Interest – Only applicable to qualified vehicle loans originated in 2025–2028 where the vehicle’s final assembly was in the United States. Please provide the Vehicle Identification Number (VIN) and loan interest paid.	
Qualified Tips Income – For 2025–2028, certain tips may be deductible under new US rules, subject to eligibility and income limits. If applicable, please provide the total tips received and supporting forms (W-2 or 1099)	
Qualified Overtime Pay – For 2025–2028, a portion of qualified overtime pay may be deductible under new US rules, subject to limits. If applicable, please provide total overtime pay received and related tax forms (W-2 or 1099).	
Moving Expenses – moving expenses are no longer deductible and reimbursements are taxable. There is an exception for moves by members of the US Armed Forces on active duty who move pursuant to a military order.	
Did you make any Traditional IRA Contributions (Please provide tax form)?	
Did you make any Roth IRA contributions or convert any amounts from Traditional, SEP, or SIMPLE IRA to a Roth IRA (including backdoor Roth conversions)?	
Eligible educator school supply tax credit (for early childhood, elementary and secondary school teachers only). Include amounts paid for personal protective equipment, disinfectant and other supplies used for the prevention of the spread of coronavirus. Please provide amount of unreimbursed qualified expenses.	
Did you buy a new or used electric car on or before September 30, 2025? If so, you may be eligible to claim a non-refundable "new clean vehicle credit/previously owned clean vehicle credit". Please provide information about your vehicle’s qualification which the seller/dealer provided to you at the time of purchase. Not applicable if the credit was transferred to the dealer at the time of purchase.	
Did you make qualified energy-efficient improvements to your home during 2025? If so, you may be eligible to claim a non-refundable “energy efficient home improvement credit”. Please provide a description of the eligible improvement made, the purchase date and the cost (net of any rebates/subsidies/incentives).	

10 – INSTALMENTS / ESTIMATED TAX PAYMENTS / NOTICES OF ASSESSMENT	
(If ✓ indicate amounts paid [or provide schedule] for amounts paid for taxation year 2025)	Indicate ✓ or N/A
Estimated Tax Payments (US Federal) – Provide for which tax year payment relates to / date of payment / amounts.	
Estimated Tax Payments (US State)	
Did you pay taxes to a foreign (non-US) government during 2025? If “Yes”, please provide a copy of the foreign tax return or proof of foreign taxes paid.	
Provide copies of 2024 notices from Internal Revenue Agency letters/state tax authority letters (if applicable).	
Copies of last two years of tax returns (if not prepared by SKL Tax.)	

11 – TFSA / RESP / FHSA / RDSP INFORMATION	Indicate ✓ or N/A
Do you have a Canadian Tax Free Savings Account (TFSA)? If “Yes”, please provide account statements for 2025 (all periods).	
Do you have a Canadian Registered Education Savings Plan (RESP)? If “Yes”, please provide account statements for 2025 (all periods).	
Do you have a Canadian First Home Savings Account (FHSA)? If “Yes”, please provide account statements for 2025 (all periods).	
If your TFSA, RESP or FHSA was closed during 2025, please provide account statements up to the period the account was closed.	
Do you have a Canadian Registered Disability Savings Plan (RDSP)? If “Yes”, please provide account statements for 2025 (all periods).	

12 – US HEALTH CARE SPENDING ACCOUNT (HSA)	Yes	No
Were you or someone in your family covered by a High Deductible Health Plan in 2025?		
Did you or your employer contribute to an HSA? If, “Yes” please provide details of contributions if not on W-2.		
Did you receive any distributions from an HSA? If, “Yes” please provide details as to whether the distribution relate to qualifying medical expenses and Form 1099-SA.		

13 – OTHER (Please provide additional information if “Yes” to any of the items marked with *)	Yes	No
Were you a beneficiary of a trust/estate and either received a distribution from a trust/estate, or became indebted to a trust?*		
Did you transfer or loan property to a trust or to a corporation controlled by a trust?*		
Did you make any gifts (cash or property) to individuals or trusts in 2025?*		
Did you receive any gifts (cash or property) in 2025?*		
Did you receive a distribution (i.e. an inheritance) from an estate in 2025?*		
Do you own shares of a non-publicly traded corporation (either directly or indirectly)?*		

Did you purchase health insurance coverage for 2025 through a Health Insurance Marketplace? If so, please provide Form 1095-A.		
Did you hold a qualified investment in a qualified opportunity fund at any time during 2025?		
Did you open, or do you intend to elect, a Trump account for a qualifying child in 2025?		
At any time during 2025, did you: (a) receive (as a reward, award, or payment for property or services); or (b) sell, exchange, or otherwise dispose of a digital asset (or a financial interest in a digital asset)? If yes, please provide details. *		
Did you incur qualified disaster losses during 2025?		
Would you (and/or your spouse) like USD \$3 to go to the US Presidential Election Campaign? This does not change your tax owing or refund.		
Do you grant permission for the IRS to discuss your tax return with us directly?		
Do you want any overpayment of US tax to be applied to your 2026 US estimated tax payments?		
Would like your net US/State tax refund(s), after application to your 2026 estimated taxes, to be deposited directly into your bank account in the US? If so, please provide us with a void personal cheque or direct deposit bank information (only if you have not already provided us with this information in prior year(s)).		

PART 3- DEPENDENT AND CHILD TAX CREDIT (U.S. ONLY)

	DEPENDENT 1	DEPENDENT 2	DEPENDENT 3
First name			
Last Name			
SSN (must be valid for employment to qualify for Child Tax Credit)			
Relationship to you			
Date of birth			
Lived with you more than half of 2025?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lived with you more than half of 2025 in the US?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Check if applicable:	<input type="checkbox"/> Full-time student <input type="checkbox"/> Permanently and totally disabled	<input type="checkbox"/> Full-time student <input type="checkbox"/> Permanently and totally disabled	<input type="checkbox"/> Full-time student <input type="checkbox"/> Permanently and totally disabled
Under age 17 at the end of 2025?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dependent did NOT provide more than half of their own support in 2025?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this dependent a US citizen, US national, or US resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did this dependent file (or plan to file) their own US tax return for 2025?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to above question, did they indicate they can be claimed as a dependent on another return?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is anyone else claiming this dependent on their US tax return?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please attach a separate sheet if you have more than three dependents.

PART 4 – ELECTRONIC FILING OF TAX RETURNS

U.S. Tax Returns

(“U.S. tax return” refers to both your US Federal and State tax returns as applicable).

We have U.S. tax preparation software which allows tax return preparers operating outside the U.S. to electronically file their client’s U.S. tax return. If your U.S. tax return is prepared using this software and is eligible for electronic filing, we will provide you with a copy of the tax return electronic filing consent form(s) to sign and return to us as well as a full copy of your U.S. tax return for you to review and keep for your records.

However, should you wish to opt-out from having your U.S. tax return electronically filed, please initial as applicable in the following section:

Complete <u>only if you wish to opt-out</u> of having your U.S. tax return electronically filed. By initialing below, you understand that you will be provided with a paper copy of your U.S. tax return that will need to be signed and mailed to the IRS and relevant state tax authorities as applicable.	Initial below if you wish to <u>opt-out</u> of having your U.S. tax return electronically filed.
Yourself / Spouse (if filing jointly)	
Spouse (if filing separately)	



The terms of this letter of engagement apply to taxation year 2025 and succeeding taxation years.

Responsibilities of SKL Tax Inc.:

SKL Tax Inc. (“we”) will prepare your personal income tax returns and forms (the “Deliverables”) based on information you provide to us. We will not audit or otherwise verify the information provided. Therefore, we can assume no responsibility for errors in filing that result from missing information or incorrect information that has been provided to us.

We will take into account the applicable provisions and judicial and administrative interpretations of the Income Tax Act (Canada), as amended from time to time (the “Act”), as well as the U.S. Internal Revenue Code of 1986, as amended (the “Code”), United States Treasury Regulations and judicial and administrative interpretations thereof, and other relevant taxing statutes, the regulations thereunder, and applicable tax treaties.

We will also take into account all specific proposals to amend the Act or the Code or other relevant statutes publicly announced prior to the date of our Deliverables, based on the assumption that these amendments will be enacted substantially as proposed. We will not otherwise take into account or anticipate any changes in law or administrative practice, by way of judicial, governmental or legislative action or interpretation. Any such changes could have an effect on the validity of our Deliverables and could apply retroactively. We do not assume responsibility for such changes occurring after the date of the Deliverables or for retroactive changes in future legislation.

Some of the matters on which we may be asked to advise you may have implications to other persons or entities. However, we have no responsibility to other persons or entities unless we are specifically engaged to address these matters for or on behalf of such persons or entities, and we agree to do so in writing.

The completion of tax returns and forms often involves matters of interpretation and judgment. We will review with you potentially contentious filing positions that may arise during the preparation process. We will provide our views based upon the tax legislation as it reads at the time we provide our advice, the regulations issued thereunder, published jurisprudence, pending draft legislation released at the time that we provide our advice, and the known administrative practices of the taxation authorities, according to our experience. We will also discuss with you the issue of disclosure when we believe it is required to guard against the imposition of penalties in relation to a filing position taken. As our interpretations are not binding with any tax authority, our recommendations cannot be construed as assurance that any tax authority will agree with our recommendations or that you will prevail against any changes on assessment or reassessment or any other challenge by the aforementioned taxation authorities.

Responsibilities of the Client (“you”):

A fundamental term of the engagement is that you will provide us in a timely manner with all relevant information and any reasonable assistance that may be required to perform the engagement.

Any Deliverable from SKL Tax Inc. pursuant to the engagement will be prepared based on the facts, assumptions and representations stated therein. If any of these facts, assumptions or representations is not complete or accurate, you agree to inform us immediately and to provide us with the particulars concerning the incompleteness or inaccuracy.

We are not responsible for any penalties assessed against you as the result of your failure to provide us with all accurate and complete information relevant to the issues under consideration. You shall hold SKL Tax Inc., its shareholders, employees, and authorized representatives harmless for any penalties which are assessed against you as a result of such failure by you. You shall indemnify SKL Tax Inc., its shareholders, employees, and authorized representatives harmless for any penalties which are assessed against SKL Tax Inc. as a result of such failure by you.

Limitation of Liability

In no event shall we be liable to you, whether the claim be based on contract, tort or otherwise, for an amount in excess of the fees paid by you to us for the performance of the services and the delivery of the Deliverables under this engagement. In no event shall we be liable to you, whether a claim be based on contract, tort or otherwise, for any consequential, indirect, special, punitive, exemplary or incidental damages (including but not limited to lost profit, lost revenue, lost business opportunity, or similar losses, or failure to realize expected savings) arising from or in connection with this engagement even if we have been advised of their possible existence.

Authorization:

If the above terms and conditions are in accordance with your understanding of our engagement, please sign below to authorize and instruct SKL Tax Inc. to prepare your personal income tax returns and forms.

Printed Name (you)

Signature

Date

Printed Name (spouse, if we are preparing his / her tax returns)

Signature

Date