

Worksheet for Clients Working Outside the US or with Foreign Accounts  
**(Skip to the second page if you have foreign accounts but no other Foreign income)**

Taxpayer \_\_\_\_\_

**DATES TRAVELED TO THE US (if you live abroad)**

Dates*	# of days business conducted

\* include the day you entered and the day you left. This information is now available online:  
<https://i94.cbp.dhs.gov/I94/#/home>

**INCOME**

If you are employed by a foreign company, please provide a break-down of your salary, housing allowance, travel allowance and anything else they paid you **in the currency paid**. Use a separate page if more than two transactions. **USE GROSS PAY, NOT AFTER-TAX PAY.**

Source <sup>1</sup>	Type	Amount	Currency
Example: XYZ Petroleum Saudi Arabia	salary	150,000	Dinar

<sup>1</sup> Where possible please provide documentation such as **pay stubs**, brokerage statements, etc. Please note that both vested employer and employee contributions to non-US retirement plans ARE INCLUDED IN INCOME. This is the opposite of how IRA or 401(k) contributions are treated.

**EXPENSES/DEDUCTIONS<sup>2</sup>**

Source	Type	Amount	Currency
Example: ANZ Bank	Iraqi tax	105.36	Dinar

<sup>3</sup>If you have your **own business or own rental property** in a non-US country, please use separate forms for those expenses—our business or rental worksheets.

**HOUSING ALLOWANCE/DEDUCTION**

If you are paid a housing allowance, or are self-employed, please list your ACTUAL housing expenses: Rent: \_\_\_\_\_ Utilities: \_\_\_\_\_ (Not including phone or pay TV.)  
 Home repairs: \_\_\_\_\_ Furniture Rental: \_\_\_\_\_ Insurance: \_\_\_\_\_

Please provide copies of any tax return filed in the non-US country as well as any US issued tax documents (e.g. 1099int for interest earned in a US bank.)

If you have money or investments in **non-US** banks or institutions, please complete the second page of this form. **If not, sign here:** \_\_\_\_\_ (type name if completing online)

Taxpayer \_\_\_\_\_

### Worksheet for Clients with **Foreign Accounts**

Federal Law (not the IRS) requires that US citizens and residents with funds held in foreign banks or brokerage accounts that exceed a total of \$10,000 (not per account, but all accounts combined) ON ANY ONE DAY must file a FinCEN (**Financial Crimes Enforcement Network**) formerly known as an FBAR. It is due on April 15 (October 15 if extension is filed.)

If you are not sure if this applies to you, PLEASE ASK US FOR MORE INFORMATION.

- If the total of all of your foreign accounts NEVER exceeded a total of \$10,000 on any day during the year, please **sign here**: \_\_\_\_\_ Date: \_\_\_\_\_
- If you believe that you DO have an obligation to file a form but wish TO DO IT YOURSELF rather than have us prepare it, please **sign here**: \_\_\_\_\_ Date: \_\_\_\_\_

The report must be filed online, and you can do it here: <http://bsaefiling.fincen.treas.gov/NoRegFBARFiler.html>

(Please remember that you must include all interest and other income earned in foreign countries on your US income tax return.)

- If we are preparing your FinCEN, please complete the following information. (NOTE: if the accounts are the **same as last year**, rather than providing all details, just name the institution and the last few numbers of the account and omit the address.)

Name of and Type of Institution	Account #	Address: include foreign postal code	Currency account held in:	Maximum Value during year in the foreign currency	Interest Earned During calendar year	Held Jointly with spouse or other?
Example: ANZ Bank	12345-626	Trower Road, Darwin NT 0810 Australia	Aus \$	Aus\$15,025.96	Aus\$5	no
						<input type="checkbox"/> Yes* <input type="checkbox"/> No
						<input type="checkbox"/> Yes* <input type="checkbox"/> No
						<input type="checkbox"/> Yes* <input type="checkbox"/> No

Include foreign retirement accounts. Use additional pages as necessary.

\* If held jointly with someone other than your spouse, please provide the information for the other joint owner: Name \_\_\_\_\_ SS# or Tax ID \_\_\_\_\_  
Address \_\_\_\_\_

(Complete other side if you earned income outside of the U. S.)

Questions/Concerns: \_\_\_\_\_  
\_\_\_\_\_