

# MSU COLLEGE OF LAW TAX CLINIC

## INITIAL CONTACT FORM FOR PREPARING 2008 TAX RETURNS FOR PERSONS FOR WHOM ENGLISH IS A SECOND LANGUAGE

**Important Note:** By completing this form and returning it to the MSU Tax Clinic, you do not automatically become a client of the Clinic. Instead, the Clinic will independently determine whether you qualify to receive its services, and whether the Clinic has the capacity to perform the work you request. You are a client of the Tax Clinic only when you have a signed retainer agreement in effect.

**In addition to this completed form, you will need to bring the following items with you to the Tax Clinic at the time of your first consultation:**

- ✓ One copy of the photo page of your passport
- ✓ One copy of your current visa
- ✓ One copy of your I 20 or DS-2019 (formally IAP-66)
- ✓ One copy of your I 94
- ✓ The original and one copy of your W-2(s)
- ✓ The original and one copy of your 1042-S (if one was issued to you)
- ✓ One copy of a 1098-T if you received one (if you incurred qualifying college expenses during 2008 and you are not a nonresident alien)
- ✓ One copy of a 1099-INT if you received one (shows interest income paid to you during 2008)
- ✓ One copy of a 1099-DIV if you received one (shows dividend income paid to you during 2008)
- ✓ One copy of a 1099-G if you received a taxable state refund in 2008
- ✓ If you wish to have your refund(s) direct-deposited into your bank account, you will need to provide us with a check from your checking account marked "void"

### *Instructions for completing this form:*

*Please enter all information that applies to you.*

Title: Ms. Mrs. Mr. Dr.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Occupation: \_\_\_\_\_

Social Security or Taxpayer Identification Number: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

Evening Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Who referred you to the Tax Clinic? \_\_\_\_\_

Were you married as of December 31, 2008? Yes No

If "yes," please provide the following information about your spouse:

Spouse's Name: \_\_\_\_\_

Spouse's Date of Birth: \_\_\_\_\_

Spouse's social security or taxpayer identification number: \_\_\_\_\_  
Did your spouse live with you in the United States for the full time you were in the US during 2008? \_\_\_\_\_

Did you have children as of December 31, 2008?    Yes    No

If "yes," please provide the following information about your children:

#1 Child's Name: \_\_\_\_\_  
#1 Child's Date of Birth: \_\_\_\_\_  
#1 Child's social security or taxpayer identification number: \_\_\_\_\_  
Did this child live with you in the United States for the full time you were in the US during 2008? \_\_\_\_\_

#2 Child's Name: \_\_\_\_\_  
#2 Child's Date of Birth: \_\_\_\_\_  
#2 Child's social security or taxpayer identification number: \_\_\_\_\_  
Did this child live with you in the United States for the full time you were in the US during 2008? \_\_\_\_\_

#3 Child's Name: \_\_\_\_\_  
#3 Child's Date of Birth: \_\_\_\_\_  
#3 Child's social security or taxpayer identification number: \_\_\_\_\_  
Did this child live with you in the United States for the full time you were in the US during 2008? \_\_\_\_\_

Did you live in any states other than Michigan during 2008?    Yes    No

If "yes," please indicate what other state(s) you lived in during 2008, and what dates you lived in those states: \_\_\_\_\_

Did you live in the City of Lansing at any time during 2008?    Yes    No

If "yes," during what months did you live in the City of Lansing in 2008? \_\_\_\_\_

Is English your second language?    Yes    No

If "yes," what is your first language? \_\_\_\_\_

Country of residency: \_\_\_\_\_

Address in country of residency: \_\_\_\_\_

Country that issued your passport: \_\_\_\_\_

Passport number: \_\_\_\_\_

Visa number: \_\_\_\_\_

Date of first entry into the United States: \_\_\_\_\_

Type of entry visa you held when you first entered the United States: \_\_\_\_\_

Has your visa type changed from your entry visa?    Yes    No

If "yes," what was the date of the visa change? \_\_\_\_\_ Type of new visa \_\_\_\_\_

Have you taken steps to become a US resident?    Yes    No

If "yes," please describe what steps you have taken: \_\_\_\_\_

How many days were you in the United States during 2006? \_\_\_\_\_

How many days were you in the United States during 2007? \_\_\_\_\_

How many days were you in the United States during 2008? \_\_\_\_\_

Indicate dates you left the United States and returned to the United States during 2008 (for example, left 1/1/08, returned 2/6/08): \_\_\_\_\_

Have you filed any U.S. income tax returns before this year? Yes No

If "yes," for what previous years did you file U.S. income tax returns? \_\_\_\_\_

Did you claim treaty benefits on any U.S. income tax returns you filed for previous years?

Yes No If yes, what treaty benefits? \_\_\_\_\_

Did you receive a refund of state or city taxes during 2008? Yes No

If "yes," what was the amount of the refund(s)? \_\_\_\_\_

Name of educational institution you attended during 2008: \_\_\_\_\_

Name, address and telephone number of your faculty advisor during 2008:  
\_\_\_\_\_

Do you want any tax refund you receive to be directly deposited into your bank account?

Yes No

If "yes," please provide the following information:

Name of Bank: \_\_\_\_\_

Checking or savings account? \_\_\_\_\_

Routing Transit # (lower left hand coding on checking account check):  
\_\_\_\_\_

Account Number (immediately to the right of the Routing Transit #):  
\_\_\_\_\_

Did you earn interest on a bank account during 2008? Yes No

If "yes," how much interest did you earn? \$ \_\_\_\_\_

Did you own a business during 2008? Yes No

Did you pay interest on a home mortgage during 2008? Yes No

If "yes," amount of home mortgage interest paid: \$ \_\_\_\_\_

Did you incur moving expenses during 2008? Yes No

If "yes," moved from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_.

Amount of moving expenses incurred in 2008: \$ \_\_\_\_\_

Did you pay property taxes for a home or other residence during 2008? Yes No

If "yes," amount of property taxes paid for a home or other residence: \$ \_\_\_\_\_

Did you pay professional or union dues during 2008? Yes No

If "yes," amount of professional or union dues paid: \$ \_\_\_\_\_

Did you incur any employee expenses for which your employer did not reimburse you during 2008?

Yes No

If "yes," amount of unreimbursed employee expenses: \$ \_\_\_\_\_

Did you sell shares of stock or mutual funds during 2008? Yes No

Did you establish an Individual Retirement Account ("IRA") during 2008? Yes No

Did you rollover or receive a distribution from an Individual Retirement Account ("IRA") during 2008? Yes No

Did you purchase a hybrid-powered car during 2008? Yes No

Answer the following questions **ONLY** if you are a resident of the United States or you qualify as a resident alien for tax purposes for the 2008 tax year:

In 2008, did you own a home (or were you purchasing a home) or did you pay rent?

Yes    No

If you owned or were purchasing a home in 2008, what was the 2008 taxable value of your home? \$\_\_\_\_\_

If you were a renter in 2008, what was the amount of rent you paid in 2008?

\_\_\_\_\_

If you are a renter in 2008, did you share your rental space with anyone else in 2008?

Yes    No

If you were a renter in 2008, what was the name and address of your landlord?

\_\_\_\_\_

If you were a renter in 2008, were home heating costs included in your rent?

Yes    No

If home heating costs were not included in your rent, what were your home heating costs from November 1, 2007 through October 31, 2008?

\_\_\_\_\_