



# Memo

**To:** Foreign Investors  
**From:** Jason D. Payan, CPA  
**Re:** Items needed to prepare a U.S. Tax Return

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The following memo is a brief outline of the items a foreign individual will need to provide to Payan & Payan, CPAs in order to file a United States tax return. For additional information related to a specific matter we strongly suggest you contact our offices and speak with one of our Certified Public Accountants (CPAs). Our contact information is as follows:

Payan & Payan CPAs, LLC  
7936 West Sahara Avenue  
Las Vegas, NV 89117  
Office: (702) 233-9526  
Fax: (702) 255-3622  
Email: [jason@p2cpa.com](mailto:jason@p2cpa.com)

## **First Year Information Needed**

- A copy of the purchase documents for the home so we know how much it costs and the detail break down (i.e.: Final Closing Statement/HUD).
- A **certified** copy of your passport. You must obtain this certified copy directly from the passport agency back in your home country. The IRS will only accept copies that have been certified by the passport authority in your home country, your country's Consulate or the U.S. Consulate. If you cannot obtain a certified copy of your passport we can discuss other options on what documents you can submit to the IRS to apply for your U.S. tax identification number but all other options are more difficult.

## **General Annual Information Needed**

- A detailed schedule of the rental income and all rental expenses. This will include expenses directly spent on the property and expenses related to the property such as for travel to come check on the property or to find/investigate the original purchase of the property

- We will need to know the number of days for any reason you have spent time in the U.S. in the last three years.
- We will need to know your full contact information including address in your home country, telephone number and email address.
- We will need to know the exact dates you entered the U.S. and the exact dates that you left the U.S. in the last year.
- We will need a copy of the withholding statement you received from the property management company showing the cash they have withheld on your behalf and have sent to the IRS. We will also need a copy of the rental income/expenses statement from the property manager showing the rental income received and the total expenses they were in-charge of.