K&A
KAKENMASTER & ASSOCIATES
Tax and Accounting

Steps to Compile Your 2022 Tax Data

1. Complete the Tax Data on page 1.
2. Review the checklist on page 2 and attach any required documentation.
3. Review the supplemental data sheet list on page 2 and request/download any additional data sheets.
4. Complete the 2022 tax questionnaire on the pages 2 through 5.
5. Attach a copy of a voided check for direct deposit for a refund or direct debit for a balance due.
6. Attach a copy of the driver's license(s) for both the taxpayer and spouse.
7. If this is your first time filing with us, please attach a full copy of last year's tax return.
8. If you would like to upload this questionnaire and your current year tax data to our secure client portal and did not use the portal during the previous tax season, contact our office at 847-367-0888 or email taxpreparation@kakenmaster.com to set up your account. You can also drop off or mail in your tax data. Or schedule an in-person appointment.
9. Call our office to discuss if a tax extension makes sense for your situation.

Thank you for choosing Kakenmaster & Associates as your tax preparer.

2022 Tax Data

Taxpayer's Name: ______________________________
Taxpayer's Email: ______________________________
Taxpayer's Phone: ______________________________

Un-reimbursed Medical Expenses:
Hospital, M.D., D.D.S., prescriptions, eye care, long-term care expenses, medical equipment, home healthcare, etc. (If you or your spouse is legally blind, please enclose certificate.)
Long-term care insurance premiums: $ _______________
Medical insurance premiums:* $_______________
Total un-reimbursed medical expenses: $ _____________
Medical travel miles: _____________________________
Did you have expenses for lodging while receiving treatment? Yes / No (circle one)
Handicap school: $ ________________________________
HSA/MSA Deposits: $ ___________________________
* Other than amounts withheld by employer.

Charitable Contributions:
Be sure you have an IRS approved statement from a qualifying charitable organization for all contributions.
Charitable, Religious, Educational, Scientific, and Literary Organizations: $ ____________________________
Payroll Deductions: $ _________________________
Donated Goods*: $ ___________________________
Volunteer Service Mileage: ____________________
Charitable Contributions from an IRA: Direct Donation Amount: $ _________________________
Donated Securities: $ _________________________

* Must be in good or better condition and have receipts to claim donations on tax return. It is recommended that the taxpayer keep on file photos as proof of each item's condition. (**Include 1098-C** for used car donation to charity.)

Spouse's Name: ______________________________
Spouse's Email: ______________________________
Spouse's Phone: ______________________________

Childcare Expenses:
1) Amount paid: $ _____________________________
To Whom: ______________________________________
SSN/FEIN #: ____________________________________
Service in your home? [ ] Yes [ ] No
2) Amount paid: $ _____________________________
To Whom: ______________________________________
SSN/FEIN #: ____________________________________
Services in your home? [ ] Yes [ ] No
3) Summer Camp Costs: $ ________________

(This is only deductible if the child went to camp to allow parents to work. It does not include the cost of overnight camp.)

Retirement Contributions: (check one)
[ ] Roth IRA; [ ] Traditional IRA; [ ] SEP
Taxpayer: $ ______________ Spouse: $ ______________

Grades K-12 Qualified Educational Expenses:
Tuition: $ ____________ Books/Fees: $ ____________
For Whom: ______________________________________
Grade in school: _______ School Name: ______________

Please Note:
- *Refer a new client and we will send you a check for $30.00 after the tax season. The new client will also receive $30.00 off their tax preparation fee.*
- Payment is requested upon delivery of your return by cash, check, or credit/debit card.
- *Should we make a mistake, our policy is to correct it at no additional cost. If there are penalties and interest charges resulting from our mistake, these will be paid by us up to the amount of the preparation fee.*

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Attachment Checklist - Please review and attach any items pertinent to your return.

Income:

[ ] Alimony Received (pre-2019 divorce)
[ ] Annuities (Form 1099-R)
[ ] Capital Gains/Losses (Form 1099-B)
[ ] Debt Cancellation (Form 1099-A and 1099-C)
[ ] Disability Pay (W-2)
[ ] Dividends (1099-DIV)
[ ] HSA/MSA Withdrawals (Form 1099-SA)
[ ] Interest Income (1099-INT)
[ ] IRA/Pension Distribution (1099-R)
[ ] Lawsuit Settlement
[ ] Long-Term Care Reimbursement (Form 1099- LTC)
[ ] Lottery/Gambling (Form W-2G)
[ ] Online Payment Processors (Forms 1099-K or 1099-MISC)
[ ] Partnerships/Trusts/S-Corporations (K-1)
[ ] Payments from Qualified Education Programs (1099-Q for 529 Plans)

[ ] Scholarships/Grants
[ ] Social Security (Form 1099-SSA)
[ ] Stock Options
[ ] Self-Employment / Subcontracting (1099-NEC)
[ ] Tips
[ ] Unemployment (Form 1099-G)
[ ] Wages (W2s)

Adjustments:

[ ] HSA Contributions (not through payroll)
[ ] Alimony Paid (pre-2019 divorce)
[ ] Student Loan Interest (1098-E)

Deductions:

[ ] Mortgage/HELOC Interest Expense (Form 1098)
[ ] Real Estate Taxes
[ ] Donations
[ ] Tuition Expense (Form 1098-T)

Other:

[ ] Health Insurance Statements (Forms 1095-A)
[ ] HHS (Health & Human Services) Exemption Certificate
[ ] Non-Custodial Parent Claiming Dependent (Form 8332)
[ ] Social Security Card for New Dependents & DOB

Supplemental Data Sheets: If you have any of the following items, visit www.kakenmaster.com or call our office for additional data sheets that we can fax, mail, or email to you.

[ ] Moving Expenses (for active-duty military)
[ ] Capital Gains Worksheet
[ ] Gambling Losses
[ ] Flood/Casualty Loss (federal disaster area)
[ ] Adoption
[ ] Auto Use for Business (self-employed)
[ ] Business Travel Expenses (self-employed)
[ ] Home Office Use for Business (self-employed)
[ ] Rental Income and Expenses
[ ] Donated Goods Valuation Worksheet

2022 Tax Questionnaire

Yes	No	**Personal Information**
[ ]	[ ]	Can you or your spouse be claimed as a dependent by someone else?
[ ]	[ ]	Did your address change during the year?
[ ]	[ ]	Did your marital status change during the year? If yes, please explain: ______________________________ ______________________________
[ ]	[ ]	If your filing status is married, but you are filing separately from your spouse, did you and your spouse live apart for the last six months of 2022?
[ ]	[ ]	If you were 18 years of age, or under 24 and a student, at the end of 2022, were you homeless or at risk of becoming homeless and supporting yourself?
[ ]	[ ]	Were you, your spouse, or any dependents a victim of identity theft? If yes, please explain: ___________ ______________________________
[ ]	[ ]	Were you, your spouse, or any dependent issued an Identity Protection PIN (IP PIN) If "Yes" provide notice CP01A from IRS.

Yes	No	**Dependent Information**
[ ]	[ ]	Did you have any changes in dependents during the year? If yes, please explain: ____________________ ______________________________
[ ]	[ ]	Can another person qualify to claim any of your dependents? Provide Form 8332 if you are the non-custodial parent claiming a dependent.

[ ]	[ ]	Did you have any childcare expenses during the year?
[ ]	[ ]	Did you have any adoption expenses during the year?
[ ]	[ ]	Did you have any children under age 19 or a full-time college student under age 24 with more than $2,300 of **unearned** income (interest, dividends, capital gains, etc.)? If yes, provide child's 1099-INT, 1099-DIV, or 1099-B.

Yes	No	Income, Purchases, Sales, and Debt Information
[ ]	[ ]	Did you receive any tips not reported to your employer?
[ ]	[ ]	Did you receive any disability income during the year?
[ ]	[ ]	Did you cash any U.S. savings bonds during the year?
[ ]	[ ]	Did you receive any other income not recorded on this *Data Sheet*? If yes, please explain: _____________ ____
[ ]	[ ]	Did you start a new business or purchase any rental property during the year?
[ ]	[ ]	Did you sell an existing business, rental property, or other property during the year?
[ ]	[ ]	Did you purchase any business assets or convert any assets to business use? If yes, please provide the cost of the asset, the date it was placed in service, and business use percentage.
[ ]	[ ]	Did you buy or sell any stocks, bonds, or other investments during the year?
[ ]	[ ]	Did you buy or sell a principal residence during the year? If yes, provide closing documentation for the purchase and/or sale of the home.
[ ]	[ ]	Did you receive any principal or interest during the year from property sold in prior years?
[ ]	[ ]	Did you have a principal residence, or a piece of real property foreclosed on during the year?
[ ]	[ ]	Did you abandon a principal residence or a piece of real property during the year?
[ ]	[ ]	Did you refinance your principal home or second home or take out a home equity loan during the year that was used to buy, build, or improve the home that secures the loan?
[ ]	[ ]	Did you rent out your home or use it for business?
[ ]	[ ]	Did you acquire a new or additional interest in a partnership or S corporation?
[ ]	[ ]	Did you have any debts canceled or forgiven this year?
[ ]	[ ]	Does anyone owe you money that has become uncollectible?
[ ]	[ ]	Did you buy anything from companies outside the state you reside in for which you did not pay your state's applicable sales tax? If so, please list amount of total purchases: ______________________________
[ ]	[ ]	Did you pay any real estate property taxes or personal property taxes during the year?
[ ]	[ ]	Did you pay mortgage interest during the year? If yes, attach 1098 Form.
[ ]	[ ]	Did you make any major purchases (vehicle, boat, etc.) during the year? Amount of sales taxes paid: ____
[ ]	[ ]	Did you purchase a new electric vehicle during the year? If yes, provide the year, make, model, VIN, and date the vehicle was placed in service: ____
[ ]	[ ]	Did you receive an inheritance in 2022? If yes, provide K-1 from the estate or trust.

Yes	No	Retirement Information
[ ]	[ ]	Did you convert a traditional IRA to a Roth IRA in 2022?
[ ]	[ ]	Did you receive any payments from a pension, profit sharing, or 401(k) plan during the year?
[ ]	[ ]	Did you make any withdrawals from or contributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), myRA, or other qualified retirement plan during the year?
[ ]	[ ]	Did you receive any Social Security benefits during the year?
[ ]	[ ]	Did you or your spouse "rollover" a profit sharing or retirement plan distribution into another plan?
[ ]	[ ]	Did you repay any 2021 coronavirus-related distributions in 2022?

Yes	No	**Education Information**
[ ]	[ ]	Did you pay tuition expenses that were required for attending college, university, or vocational school for yourself, your spouse, or a dependent during the year (even if classes were attended in another year)? If yes, provide a copy of the 1098-T and billing account statement.
[ ]	[ ]	Did you contribute to an Education Savings Account or Qualified Tuition Program during the year? If contribution was to your resident state's plan, please provide a copy of the year end statement.
[ ]	[ ]	Did you receive a distribution from an Education Savings Account or Qualified Tuition Program during the year? If yes, provide a copy of the 1099-Q.
[ ]	[ ]	Did you pay student loan interest for yourself, your spouse, or your dependent(s) during the year?
[ ]	[ ]	Did you have any student loan debt forgiven for 2022?

Yes	No	**Health Insurance**
[ ]	[ ]	Did you receive an advance premium tax credit?
[ ]	[ ]	Did you or any member of your household have healthcare coverage through the Marketplace (Obamacare)? If yes, provide a copy of Form 1095-A.
[ ]	[ ]	Did you receive any distributions from a Health Savings Account (HSA), Archer MSA, or Medicare Advantage MSA during the year?

Yes	No	**Prizes/Bartering/Gifts**
[ ]	[ ]	Did you receive any type of prize or award during 2022?
[ ]	[ ]	Did you engage in any bartering transactions in 2022?
[ ]	[ ]	Did you make any gifts totaling over $16,000 to any one person in 2022?

Yes	No	**Miscellaneous**
[ ]	[ ]	If you are an educator, did you pay for any classroom supplies? If yes, list amount and school name: ______________________________
[ ]	[ ]	Did you pay wages to any household employees (i.e., babysitter, nanny, housekeeper, caregiver, etc.)?
[ ]	[ ]	Did you make any energy efficient improvements or renewable energy improvements to your main home during the year?
[ ]	[ ]	Did you make any estimated payments toward your 2022 taxes? Please include copies of canceled checks.
[ ]	[ ]	Did you apply an overpayment of your 2021 taxes to your 2022 estimated taxes?
[ ]	[ ]	At any time during 2022, did you (a) receive (as a reward, award, or payment for property or services) or (b) sell, exchange, gift or otherwise dispose of a digital asset (or financial interest in a digital asset)?
[ ]	[ ]	Do you anticipate your income or withholdings to be significantly different for 2023?
[ ]	[ ]	Did you pay or receive alimony in the current tax year? If yes, circle one: Paid / Received Date of original divorce or separation agreement: ______________
[ ]	[ ]	Did you perform at least 250 hours of rental services during the tax year for a rental real estate enterprise?
[ ]	[ ]	Did you have any gains or losses from online betting in 2022 (DraftKings, FanDuel, PointsBet, etc.)?
[ ]	[ ]	Did you receive income or incur expense associated with a fantasy sport league? If yes, provide documentation.
[ ]	[ ]	Did you receive any state or local income tax refunds from prior years?
[ ]	[ ]	Did you donate a boat or vehicle during the year? If yes, attach Form 1098-C.
[ ]	[ ]	Did you have gambling winnings or losses during the year?
[ ]	[ ]	Did you work out of town at any time during the year?
[ ]	[ ]	Did you incur a gain or loss due to damaged or stolen property while living in a federally declared disaster area? If yes, provide the incident date, value of the property, and amount of insurance reimbursements.
[ ]	[ ]	Did you own interest or shares in a Qualified Opportunity Fund?
[ ]	[ ]	Did you receive any notices from the IRS or state taxing authority?

Yes	No	**Sharing Economy**
[ ]	[ ]	Did you receive income or incur expenses associated with car sharing (i.e., Lyft or Uber)? If yes, attach Form 1099-MISC, 1099-NEC, Form 1099-K, mileage log, and supplemental reports.
[ ]	[ ]	Did you receive income or incur expenses associated with freelancing (i.e., Upwork or TaskRabbit)? If yes, attach Form 1099-K or Form W-2.
[ ]	[ ]	Did you receive income or incur expenses associated with fashion sharing (i.e., Poshmark or thredUP)? If yes, provide documentation.
[ ]	[ ]	Did you receive income or incur expenses associated with crowdfunding (i.e., Kickstarter or Indiegogo)?
[ ]	[ ]	Did you receive income or incur expenses associated with a short-term rental (i.e., Airbnb or HomeAway)? If yes, provide documentation.

Yes	No	**Foreign Account Information**
[ ]	[ ]	Did you have a financial interest in or signature authority over a financial account or asset located in a foreign country?
[ ]	[ ]	Did you receive a distribution from, or were you a grantor of, or transferor to, a foreign trust?
[ ]	[ ]	Did you have any income from, or pay taxes to, a foreign country?
[ ]	[ ]	Did you own property in a foreign country?
[ ]	[ ]	Did the aggregate value of your foreign accounts exceed $10,000 at any time during the year?

Privacy Policy
Kakenmaster and Associates, Inc. & Libertyville Insurance, Inc.

We understand that you have provided certain personal and financial information necessary to process your transactions. We always have and will continue to take very seriously the obligation to keep that information confidential and private. Under federal law you have the right to know what information is being collected about you and how that information will be used.

- Information we receive from interviews regarding your tax situation;
- Information we receive on applications, organizers, or by other means, such as your name, address, telephone number, social security number, dependents, income and other tax-related data;
- Information from tax-related documents you provide that are required to process tax returns, such as Forms W-2, 1099R, 1099-INT and 1099-DIV, and stock transactions, etc.

We will not disclose any nonpublic personal information about our customers or former customers to anyone, except as permitted by law. Under the law, the information we collect is provided to companies that perform support services on our behalf as necessary to effect, administer, or process a transaction, or for maintaining and servicing your account. We do not give or sell information about you or your accounts to any other company, individual or group. We restrict access to nonpublic personal information about you to those employees who need to know that information to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal standards to guard your nonpublic personal information.

No action is required on your part. This notice is meant to inform you how we safeguard your nonpublic personal financial information. You may wish to file this notice with your financial records.

If you have any questions about our Privacy Policy, please contact us. Thank you for reviewing our privacy commitment to you and for your trust in us.

Sincerely,

Peter Kakenmaster and Mark Kakenmaster