Steps to Compile Your 2023 Tax Data Sheet

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 2023 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.

2023 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: _______________________
Donated Securities: $ ___________________________
Charitable Contributions from an IRA:
Direct Donation Amount: $ _____________________
* 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:
- ***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.*

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

Payments: - Provide supporting documentation for payments made for the following items.

[ ] Alimony Paid (pre-2019 divorce)
[ ] Cash Contributions
[ ] Contributions to a Health Savings Account (other than through payroll)
[ ] Contributions to a Retirement Savings Account
[ ] Educator Classroom Expenses
[ ] Expenses Related to Child or Dependent Care
[ ] Gambling Losses
[ ] Investment Expenses
[ ] Investment Interest
[ ] Medical and Dental Expenses
[ ] Mortgage Interest (1098)
[ ] Noncash Contributions
[ ] Other State and Local Taxes
[ ] Real Estate Taxes
[ ] Student Loan Forgiveness
[ ] Student Loan Interest (1098-E)
[ ] Tuition and Fees for Higher Education (1098-T)
[ ] Other Payments: ________________________
____

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

2023 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 2023?
[ ]	[ ]	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.

continued on page 3

Yes	No	**Dependent Information (cont'd from page 2)**
[ ]	[ ]	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, motor home, trailer, etc.) during the year? Amount of sales taxes paid: ____
[ ]	[ ]	Did you purchase a new or previously owned electric or hybrid vehicle during the year? If yes, provide the year, make, model, VIN, and date the vehicle was place in service: __________________________________
[ ]	[ ]	Did you receive an inheritance in 2023? 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 2023?
[ ]	[ ]	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?

Yes	No	**Health Insurance**
[ ]	[ ]	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 2023?
[ ]	[ ]	Did you engage in any bartering transactions in 2023?
[ ]	[ ]	Did you make any gifts totaling over $17,000 to any one person in 2023?

continued on page 4

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 2023?

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 or second home?
[ ]	[ ]	Did you make any estimated payments toward your 2023 taxes? Please include back-up information.
[ ]	[ ]	Did you apply an overpayment of your 2022 taxes to your 2023 estimated taxes?
[ ]	[ ]	At any time during 2023, 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 2024?
[ ]	[ ]	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 have any gains from online betting in 2023 (DraftKings, FanDuel, PointsBet, etc.)?
[ ]	[ ]	Did you receive income 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 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, Vrbo, 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?