

## 2023 Individual Tax Questionnaire for

Please answer the following questions and include all necessary details. We will assume the answer is NO for all questions left unanswered. A fillable version of this questionnaire will be available by January 26, 2024 at <https://www.wkscpa.com/2023-tax-questionnaires> .

### IPPIN information

With the recent rise in tax return identity theft, we highly recommend that taxpayers apply for an IPPIN (identity protection personal identification number). It helps the IRS verify your identity when you file your tax return.

If you applied online last year, you will need to get a new IPPIN for this year. If you have never applied for an IPPIN, you will first need to get an ID.ME account and then apply for the IPPIN. Both taxpayer and spouse each have their own IPPIN for filing a tax return.

Get an ID.ME account here: <https://api.id.me/en/registration/new>

Get a new IPPIN here: <https://www.irs.gov/identity-theft-fraud-scams/get-an-identity-protection-pin>

### Personal Information

- |  | <u>Yes</u>               | <u>No</u>                | <u>N/A</u> |
|--|--------------------------|--------------------------|------------|
| - Will the mailing address on your current return be different from that shown on your prior year return?                                      | <input type="checkbox"/> | <input type="checkbox"/> |            |
| - Were you a resident of, or did you have income from, any state other than Alaska?  | <input type="checkbox"/> | <input type="checkbox"/> |            |
| - Did any births, adoptions, marriages, separations, divorces, or deaths occur related to you, your spouse, or any of your dependents in 2023? | <input type="checkbox"/> | <input type="checkbox"/> |            |

### Dependent Information

- |  | <u>Yes</u>               | <u>No</u>                | <u>N/A</u>               |
|--|--------------------------|--------------------------|--------------------------|
| - Were there any changes in dependents from the prior year?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - If you are divorced or separated with child(ren), do you have a divorce decree or other form of separation agreement which establishes custodial responsibilities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Do you have any children under age 19 or a full time student under age 24 with a tax return filing requirement?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

*NOTE: a return is required for all dependents if any of the following apply:*

- *their unearned income was over \$1,250 (this includes the PFD)*
  - *their earned income was over \$13,850*
  - *their self-employed income was over \$400*
  - *their gross income was more than the larger of \$1,250 or their earned income (up to \$13,450) plus \$400*
- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| - If yes, and a separate return is required, would you like us to prepare your child's return?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Do all of your dependents under age 17 meet the following definition of a qualifying child for the tax credit:   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Is your son, daughter, stepchild, foster child, brother, sister, stepbrother, stepsister, half-brother, half-sister or a descendent of any of them (i.e.: your grandchild, niece, or nephew) <b>AND</b>                |                          |                          |                          |
| - Is a US citizen, US national, or US resident alien <b>AND</b>  |                          |                          |                          |
| - Is unmarried <b>AND</b>  |                          |                          |                          |
| - The dependent did not provide over 1/2 of their own support for 2023 <b>AND</b>  |                          |                          |                          |
| - Lived with you for more than 1/2 of 2023   |                          |                          |                          |
| - Are all other dependents US citizens, US nationals or residents of the US?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - If requested, could you provide documentation to substantiate eligibility for this credit, such as school records, medical records, child care provider records, place of worship statement, employer statement, etc.? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Has this credit ever been disallowed or reduced in a previous year by the IRS?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - If you are self-employed, have you provided us with all the information needed to accurately reflect the correct income on Schedule C?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - <b><u>If you are the non-custodial parent</u></b> , do you have a signed Form 8332 from the custodial parent for any of your dependents? Please provide a copy.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - <b><u>If you are the custodial parent</u></b> , have you released the claim to the dependency exemption to the non-custodial parent for any of your dependents?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## IRS Information

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
- Have there been any changes to your bank account information that was used on your 2022 tax return? If yes, update the appropriate section of this organizer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Do you expect a large fluctuation in income, deductions, or withholding in 2024?	<input type="checkbox"/>	<input type="checkbox"/>	
- If you have a refund on your tax return, do you want it direct deposited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- If you owe on your tax return, do you want the balance due withdrawn electronically from your bank account?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Do you want next year's estimated taxes withdrawn electronically from your bank account on the required due dates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Have you or your spouse created an ID.ME account with the IRS?	<input type="checkbox"/>	<input type="checkbox"/>	
- Did you, your spouse or any of your dependents receive an IPPIN from the IRS for filing your 2023 tax return, either online or in a letter from the IRS?	<input type="checkbox"/>	<input type="checkbox"/>	
- Were you notified or audited by either the IRS or a state taxing agency (in which we have not already been informed)?	<input type="checkbox"/>	<input type="checkbox"/>	
- Did you receive any unexpected refunds from the IRS or make any payments to the IRS not noted elsewhere in this organizer?	<input type="checkbox"/>	<input type="checkbox"/>	
- Do you have evidence to substantiate all of your charitable contributions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTE:** Current tax law requires that taxpayers must have the following for all tax deductions of a donation to a charitable contribution of cash, check, or any other monetary gift: (1) a bank record (such as a cancelled check) or (2) a written communication from the charity that adequately documents the donation. If the donation is \$250 or more, you **MUST** have a written communication from the charity that adequately documents the donation **AND** includes a written statement that "no goods or services were provided in return for the contribution". If you make charitable contributions by payroll deductions, you should have a pay stub, Form W-2, or other document furnished by your employer that shows the total amount withheld for payment to a charity **AND** the pledge card that shows the name of the charity. In order to take a deduction for donations of used clothing and household goods, they must be in "good used" condition or better. An exception allows deductions for single items that are appraised at more than \$500, even if they are not in "good" condition.

## Income Information

- Mark the appropriate box(es) if you had any of the following in 2023:
- ☐ 2023 Alaska Permanent Fund Dividend of \$1,312 (even if garnished/donated)
  - ☐ start/purchase a new business or farm
  - ☐ purchase or convert personal use property to rental or royalty property
  - ☐ acquire or dispose of an interest in a partnership, S Corporation, or LLC
  - ☐ receive a taxable distribution/inheritance from an estate or trust
  - ☐ sell and/or exchange any real estate (provide settlement statements)
  - ☐ sell any stocks, bonds, or other investments (provide 1099's)
  - ☐ sell any other property (e.g. artwork, gems, stamps, coins)
  - ☐ jury duty-amount \$\_\_\_\_\_was the money given to employer ☐ yes ☐ no
  - ☐ disability payments from \_\_\_\_\_
  - ☐ unemployment benefits (provide Form 1099-G)
  - ☐ social security benefits (provide Form 1099-SSA)
  - ☐ income from property sold prior to 2023
  - ☐ tip income not reported to your employer
  - ☐ awards, scholarships, hobby income, gambling, raffle, or prize money
  - ☐ income from legal proceedings
  - ☐ cancellation of any debt, including student loans or filed for bankruptcy
  - ☐ proceeds from the maturity and/or surrender of a life insurance policy
  - ☐ receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency or other digital asset(s)
  - ☐ engage in any bartering transactions
  - ☐ other income not reported in this organizer: \_\_\_\_\_

### Retirement Plan Information

- |  | <u>Yes</u>               | <u>No</u>                | <u>N/A</u>               |
|--|--------------------------|--------------------------|--------------------------|
| - Are you an active participant in a pension or retirement plan?<br>If yes, what kind? _____   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| - Did you take a withdrawal from a retirement plan, profit-sharing plan, annuity, and/or IRA (Traditional, Roth, Keogh, SIMPLE, or SEP account)?<br>If yes, provide 1099-R(s).   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| - If yes, within 60 days of the distribution, did you roll over the distribution to another qualified retirement account or re-deposit the funds back into the same account.<br>If yes, provide details of the amount and dates withdrawn/deposited.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Did you convert a Traditional IRA or other qualified retirement plan to a Roth IRA in 2023?  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| - If over 70 1/2, did you or your spouse make a contribution from your IRA directly to a charitable organization in 2023?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Did you make a 2023 contribution, or do you plan to by April 15, 2024 to an IRA?<br>Maximum \$6,500 per person (or \$7,500 if age 50 or older)<br><u>limited to earned income, but the age limit no longer applies</u><br><b>If yes, note the following:</b><br>Taxpayer - <input type="checkbox"/> Traditional or <input type="checkbox"/> Roth, amount: \$_____ and date: ____/____/____<br>Spouse - <input type="checkbox"/> Traditional or <input type="checkbox"/> Roth, amount: \$_____ and date: ____/____/____ | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| - If you were 50 or over by December 31, 2023, did you take advantage of the catch up contribution of \$3,500 to your Simple IRA or \$7,500 to your 401(k) or TSA 403(b)?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Tax Deductions/Credits Information

- For all existing home equity lines of credit, what percentage of the loan proceeds were used to buy, build, and/or substantially improve the home that secures the loan: ☐ 100% ☐ 0% ☐ \_\_\_\_\_ %
- Mark the appropriate box(es) if you had any of the following in 2023 and provide details:
  - ☐ purchase, ☐ sell, or ☐ refinance your home (provide settlement statements)
  - ☐ pay mortgage payment insurance (MPI)
  - ☐ pay student loan interest (provide Form 1098-E)
  - ☐ take out a home equity loan (provide settlement statements and details of the use of proceeds)
  - ☐ purchase any real estate (provide settlement statements)
  - ☐ incur daycare expenses for your dependent children
  - ☐ lend money with the understanding of repayment and this year it became totally uncollectable
  - ☐ have any securities that became worthless
  - ☐ incur classroom expenses as an educator in a K-12 school \$\_\_\_\_\_ (max \$300 per educator)
  - ☐ incur moving expenses because of a permanent change of station as a member of the Armed Forces on active duty
  - ☐ incur a loss or operate a business in a non-COVID federally declared disaster area
  - ☐ pay long-term care premiums: Taxpayer \$\_\_\_\_\_ Spouse \$\_\_\_\_\_
  - ☐ purchased and placed in service solar water heating, solar electric, fuel cells, small wind energy, or geothermal heat pump.
  - ☐ made energy efficient improvements to your main home that were placed in service in 2023  
If yes, please fill out the page in your organizer related to residential energy credits.
  - ☐ incur adoption expenses or adopt a US child that with special needs

### Miscellaneous Information

- |  | <u>Yes</u>               | <u>No</u>                |
|--|--------------------------|--------------------------|
| - Do you and/or your spouse want to designate \$3 to the Presidential Election Campaign Fund? Taxpayer: <input type="checkbox"/> yes <input type="checkbox"/> no Spouse: <input type="checkbox"/> yes <input type="checkbox"/> no  |                          |                          |
| - Are you participating in a cafeteria plan at work for your medical/daycare expenses?   | <input type="checkbox"/> | <input type="checkbox"/> |
| - Did you or your spouse make any cash gifts, non-cash gifts, or payments on behalf of an individual, trust, or Section 529 plan that total more than \$17,000 in 2023?  | <input type="checkbox"/> | <input type="checkbox"/> |
| - Did you or your spouse make any discounted gifts or gifts of a future interest of any amount to any person or trust?   | <input type="checkbox"/> | <input type="checkbox"/> |
| - Did you pay any individual as a household employee during the year?  | <input type="checkbox"/> | <input type="checkbox"/> |
| - Did you have any foreign income or pay any foreign taxes that are not reflected on an enclosed 1099 from your broker?  | <input type="checkbox"/> | <input type="checkbox"/> |
| - Did you receive a distribution from or were you a grantor or transferor for a foreign trust, have a financial interest in or signature authority over a bank account, securities account, or other financial account in a foreign country?   | <input type="checkbox"/> | <input type="checkbox"/> |
| - Did you have any foreign assets held for investment, have an ownership interest in a foreign entity, or have an interest in a foreign pension or deferred compensation plan?   | <input type="checkbox"/> | <input type="checkbox"/> |
| - Did you or any member of your family enroll in health insurance coverage through the Health Insurance Marketplace at healthcare.gov under the Affordable Care Act? <b>If yes, provide Form 1095-A.</b>   | <input type="checkbox"/> | <input type="checkbox"/> |
| - Do you have a health savings account (HSA) or did you acquire an interest in one due to the death of the account holder? If yes, please provide the following:<br>- Form 5498-SA to report any contributions<br>- Form 1099-SA to report any distributions and note if all distributions were used for qualified medical expenses here: Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Are you or your spouse eligible to participate in an employer-subsidized health plan (even if you are not participating). A subsidized plan is one in which the employer is paying more than 50% of the premiums and neither taxpayer nor spouse are an owner of the employer.   | <input type="checkbox"/> | <input type="checkbox"/> |

### Education Information

- |   | <u>Yes</u>               | <u>No</u>                |
|---|--------------------------|--------------------------|
| - Did you incur any qualified higher education expenses for yourself, your spouse, or your dependents? If yes, provide all tuition statements that details the dates payments were received by the institution & Form 1098-T. | <input type="checkbox"/> | <input type="checkbox"/> |
| - Did you make any contributions to or withdrawals from an education savings and/or 529 plan account? If yes, provide details and any 1099-Q's received for the withdrawals.  | <input type="checkbox"/> | <input type="checkbox"/> |

*The IRS has imposed reporting requirements for all taxpayers who are claiming the American Opportunity Tax Credit. If you, your spouse, and/or any of your dependents have qualifying education expenses related to the 1st four years of an undergraduate degree and you expect your adjusted gross income to be less than \$180,000 (married filing jointly) or \$90,000 (all other taxpayers), you may qualify for this credit. If so, answer the following questions and provide additional details, as needed:*

- |   | <u>Yes</u>               | <u>No</u>                | <u>N/A</u>               |
|---|--------------------------|--------------------------|--------------------------|
| - Does everyone in your household who is enrolled in their 1st four years of their undergraduate degree meet all of the following requirements:<br>- Is pursuing a degree or other recognized education credential <b>AND</b><br>- Is enrolled at least half time for at least one academic period beginning in 2023 <b>AND</b><br>- Has not finished the first four years of higher education at the beginning of the tax year <b>AND</b><br>- Has not claimed the AOTC or the former Hope credit for four or more tax years <b>AND</b><br>- Does not have a felony drug conviction at the end of 2023 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Has this credit ever been disallowed or reduced in a previous year by the IRS?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - If you are self-employed, have you provided us with all the information needed to accurately reflect the correct income on Schedule C?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**This page only needs to be completed for those taxpayers that have  
a business taxed as a sole proprietor and/or a rental activity**

- |  | <b><u>Yes</u></b>        | <b><u>No</u></b>         | <b><u>N/A</u></b>        |
|--|--------------------------|--------------------------|--------------------------|
| - If you are a single member LLC, did you file your Alaska Biennial Report?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Is your business license current?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Did your business/rental activities make payments in 2023 that would require you to file Form(s) 1099?   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| - If yes, did you file all required Form(s) 1099? If yes, provide copies.<br><i>Generally, every person engaged in a trade or business must issue a Form 1099-Misc or 1099-NEC to all non-corporate entities and to all attorneys (whether or not a corporation) that were paid during the year at least \$600 in rents, services (including parts and materials), prizes and awards, or other income payments. Payments via credit card or payment card and certain other types of payments, including third-party network transactions (such as PayPal) should not be included on these forms.</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - The IRS allows businesses to deduct certain purchases under a certain amount as a supply, rather than depreciating the purchase (called the De Minimis election). For most business, the maximum allowed is \$2,500 per item. Would you like to make the election and use \$2,500 as your De Minimis amount?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Do you have adequate records to support travel, meals, and/or gift expenses?<br><i>The law requires that adequate records be maintained that includes the amount, time and place, date, business purpose, description of gift(s)(if any), and business relationship of recipients.</i>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Did you use your car on the job for business, other than commuting?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, do you have adequate records or sufficient evidence to substantiate the deduction on your tax return?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, is the evidence written?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

***NOTE: In order for auto expense to be deductible, the taxpayer must be prepared to substantiate auto deductions with adequate records or sufficient evidence.***

*You should be able to substantiate all of the following:*

- 1) The amount of each expenditure for the vehicle, including purchase price, vehicle improvements, lease payments, repairs and maintenance, gas and other expenses,*
- 2) The total mileage on the vehicle each year and a breakdown of business, personal and commuting miles, AND*
- 3) The date of each expense or use, and the business or investment reason for expense or use of the vehicle.*

*Records should be maintained in an account book, diary, log, trip sheet or similar record. Without a written record of business or investment mileage, you will have to convince an IRS agent through oral testimony alone. Other circumstantial evidence will be considered. Example: A taxpayer's oral or written statement, statements from employers and customers and invoices that required use of the taxpayer's car for ordering and delivering. **However, a written, updated record is the best way to substantiate the business use of your vehicle(s).***

- Mark the appropriate box(es) if your business and/or rental activity had any of the following in 2023 and provide details:
- ☐ purchased any business assets/rental property
  - ☐ sold, disposed and/or exchanged any business assets/rental property
  - ☐ converted any business assets to personal and/or personal assets to business
  - ☐ incurred casualty or theft losses

**Businesses only, not rentals:**

- ☐ utilized an area of your home for business purposes
- ☐ paid health or long term care insurance premiums for you and/or your family members

### Planning/Consulting Questions (optional)

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
- Have you applied for the 2024 PFD yet (due date is March 31, 2024)?	<input type="checkbox"/>	<input type="checkbox"/>	
- Do you have plans to move out of state in the near future?	<input type="checkbox"/>	<input type="checkbox"/>	
- If you own your personal residence in the Fairbanks North Star Borough, have you applied for the residential or senior exemption on your personal residence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- If you are not already retired, do you have plans to retire in the near future?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- If you are not already retired, are you saving enough to meet your retirement goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Have you created an account on ssa.gov and checked your earnings history to make sure they match your records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Have you checked with your mortgage company to see if now is the right time to refinance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Have you applied for a line of credit with your bank?	<input type="checkbox"/>	<input type="checkbox"/>	
- Have you recently reviewed your beneficiary designations and retained copies in a safe place?	<input type="checkbox"/>	<input type="checkbox"/>	
- If you are married and a resident of Alaska, have you elected to have some or all of your property treated as community property? If not, you should seek the advice of an attorney about this election.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Do you have a will? If yes, please provide us with a copy, if you haven't already.	<input type="checkbox"/>	<input type="checkbox"/>	
- When was it last updated? _____			
- Have you deposited your will with the State of Alaska court system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Have you stored the original or a copy in a safe place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Do you have a trust? If yes, please provide us with a copy, if you haven't already.	<input type="checkbox"/>	<input type="checkbox"/>	
- Do you have a living will (a.k.a. Advance Health Care Directive)?	<input type="checkbox"/>	<input type="checkbox"/>	
- If yes, have you stored the original or a copy in a safe place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Do your unmarried adult children have a living will?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Have you taken the following steps to secure your identity/credit?			
___ reviewed your credit report in the last year			
___ enrolled in a credit monitoring service			
___ put a credit freeze on each of your credit profiles with Experian, Equifax, and Transunion			
___ assess computers/devices at home and office to make sure they have the latest security updates			
___ enrolled in multi-factor authentication when available			
___ utilized a password management program including setting up strong passwords that change frequently			
- Have you met with your insurance providers recently to review all of your coverage levels and make sure they are adequate? Please note what kinds of coverage you have:	<input type="checkbox"/>	<input type="checkbox"/>	
___ property (home, auto, personal property)			
___ liability (home and auto)			
___ identity theft coverage			
___ umbrella			
___ short-term disability			
___ long-term disability			
___ life insurance			
___ long-term care insurance			
___ other			
- Have you recently documented the contents of your home for insurance purposes and stored this documentation in a safe place?	<input type="checkbox"/>	<input type="checkbox"/>	