

DROP OFF WORKSHEET - NOT REQUIRED IF YOU HAVE AN APPOINTMENT 2023

Last Name: _____ Phone # _____ Email _____

Contact preference? Email [] Phone [] Best time to call _____

Now that you've read and signed our "Cream Sheets", filled out the "Purple Sheet", you're ready for the rest. You will need to get an extra sheet or two of blank paper to provide us any explanations or details we will need. Please number your comments according to the number of the questions so we can follow. Those who take the time to provide answers to ALL the questions will receive their completed returns more quickly than those who don't. **If the question is NOT a yes/no please provide an explanation.** If you need a worksheet that was not included, you can find them on our website (acc.tax). Please view our list of things to bring and make sure you have included all **before** you drop it off. Will we still need to contact you for something? More than likely.

PLEASE ANSWER QUESTION 1 - if you have no dependents, skip to page 2

1. Any changes: to your name, address, marital status or become blind? If yes, please explain.	Yes / No
2. If you are single or separated, and have dependent children living with you for more than 6 months – If asked, could you provide the IRS with receipts and bills to prove you provided more than 1/2 of the cost of maintaining your home (IRS requires utility bills, property tax, rent receipts/ lease agreement or mortgage, repair bills etc. in your name)?	Yes / No
3. Do you live with anyone else other than your children? If yes, please explain with whom and make a notation of their income earned in 2023.	Yes / No

4. List dependent children - or other dependents that you can claim for 2023 - provide their name(s) and the number of months they lived with you in 2023. If they are new to your return, provide a copy of the SS card and full birthdate. Please provide something to prove that the child(ren) lived with you. See the "Important Information" page in the newsletter for examples. **Noncustodial parents** - provide **Form 8332**, if your child does not live with you, but you can claim in 2023. More dependents can be listed on your notes page.

Name	Year of Birth	Relationship	# Mths in Home	Amount earned in 2023

5. If your dependent is NOT your child, could you explain to us why and provide us with the location of his/her parents OR do you have a letter from an authorized placement agency or court order document available, if asked? Please explain.	Yes / No
6. Did any of your dependents provide more than one half of their own support in 2023? If any dependent is NOT a citizen, national, or resident of the U.S.? Indicate which child this applies to.	Yes / No
7. Children over age 17 and under age 24 - were they considered a "full time" student for at least 5 months of 2023? Single and not married in 2023?	Yes / No
8. If a college student, did you use any funds from a 529 plan? Did the student receive any scholarships or tax free assistance not included on the 1098-T. Was the student ever convicted of a felony for possession? Were you or the student ever been disallowed the American Opportunity Credit in a prior year? If yes, to any of the 4 questions, please explain in greater detail.	Yes / No
9. Has the student(s) completed the first 4 years of post secondary education before 2023?	Yes / No
10. Did your TOTALLY disabled child, live with you for more than 1/2 the year? Did he/she provide more than 1/2 of his/her own support? If disabled, please be sure to include the amount of all income (SS, SSI etc.) for 2023.	Yes / No

<i>BUSINESS OR FARM — If no business/farm skip to Line 16</i>	
11. Any self employment/business income of \$400 or more? If yes, see Business Worksheet. Any questions or comments should be addressed on a separate sheet. Be sure to sign the worksheet.	Yes / No
12. Receive any grants for your business? Please be sure to include the information including the name and where the grant came from.	Yes / No
13. Keep track of any mileage used for your business? See Mileage Worksheet and sign. If more than one vehicle, you should have a sheet for EACH.	Yes / No
14. Provided services in BOTH IL AND WI (or another State)? Please provide your GROSS income earned in EACH state separately. You may need to file the “other” state return.	Yes / No
15. Did you purchase any business/farm assets or convert any assets to business use? If “yes”, provide the cost of the asset, the date it was PLACED in service and business usage percentage. List under “purchases” on our <i>Business or Farm Worksheet</i> .	Yes / No
16. Any interest or dividends that are NOT on a 1099 reporting document (generally under \$10.00)? Check your 12/31/23 statement. Please list amount(s) and where it’s from.	Yes / No
17. Have any digital asset transactions (Crypto currency etc.) in 2023? If yes, please make a list or provide paperwork showing all transactions.	Yes / No
18. Sell any Real Estate? Provide what you paid for it, when purchased, and closing statement. If it is rental/business property, and you were here for 2022, we have the cost.	Yes / No
19. If you are an educator, do you have any classroom expenses? If yes, please provide the amount spent. You must have receipts.	Yes / No \$ _____
20. Did you pay any student loan interest in 2023? If yes, provide all 1098-E forms.	Yes / No
21. Did you receive forgiveness on a qualifying federal student loan? If yes, provide details.	Yes / No
22. Any contributions to an HSA (Health Savings Account) that YOU paid personally? Do not include what was through your employer. Provide the amount and indicate whether it is for a family plan or a single account.	Yes / No \$ _____
23. Any DISTRIBUTIONS from an HSA (Health Savings Account)? If yes, please provide the 1099 received. Did you use the entire amount distributed for medical purposes? If no, please indicate what was not used for medical. (please indicate if it’s a family plan or single)	Yes / No
24. Any contributions to an IRA, Roth, or Traditional or other retirement plans? Do not include any amount withheld through your employer (401K, Simple, 403B etc.). <u>Please indicate whether it was a Roth, Traditional, and the TOTAL amount contributed.</u>	Yes / No \$ _____
25. Any Traditional IRA conversions to a ROTH? Please include any details with amounts.	Yes / No
26. Any rollovers of any IRAs, 401K, Simple, 403B etc. Please include any details and any forms you received.	Yes / No
27. Receive any gambling winnings? If no W-2G was provided, please provide us with the amount of winnings. If you can itemize your deductions, provide your loss information.	Yes / No
28. Paid any child care to allow you and spouse (if married) to work? If yes, please provide a statement or similar paper that has the Federal ID # or SS# along with the name and address of the provider and payments made for each child.	Yes / No

**Itemized Deductions Information—if NOT itemizing skip to Line 32.
However, depending on income, and you are a WI resident, you may be able to itemize on the state return.**

<p>29. Did you pay any out of pocket medical/vision/dental expenses during the year? This includes premiums, prescriptions, mileage, doctors, dentists, eyeglasses, etc. Please list, if you believe you can exceed 7 1/2% of your income. Do not include any payments used with “pre tax” funds (FSA, HSA, etc.). Premiums can be listed on the following page under WI residents.</p>	<p align="center">Yes / No</p>
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30. Please include real estate taxes you **PAID IN 2023** on any property along with mortgage interest. Separate cash donations from non-cash (clothes, furniture etc.). If you donated a boat or vehicle we must have the 1098-C from the donee.

<p>31. Did you pay home equity interest but did NOT use it to buy, build, or improve your home? If yes, and have more than one mortgage statement, please indicate which statement is home equity interest and explain if you used a portion of it for any of the above and how much was used.</p>	<p align="center">Yes / No</p>
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32. Be sure to include ALL your income. You can refer to our “Getting Your Records Together” enclosed in this mailing to help you. Omission of income can generate correspondence from IRS or state taxing authority.

<p>33. Did you pay wages to any household employee? If yes, please provide a copy of the W-2 and other pertinent employment information.</p>	<p align="center">Yes / No</p>
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<p>34. Did you receive any notices from the IRS or state taxing authority we are not aware of? If yes, please provide us with a copy of the letter.</p>	<p align="center">Yes / No</p>
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<p>35. Did you purchase any items that would qualify for the energy credit OR an electric vehicle? Please provide receipts or required documents for an EV.</p>	<p align="center">Yes / No</p>
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<p>36. Did you move from one state to another? If yes, please provide the following: <input type="checkbox"/> WI <input type="checkbox"/> IL <input type="checkbox"/> Other _____ Date you moved/established residency. Date _____ Include any comments on a separate sheet. Have you changed your drivers license/car registration/ children’s school etc.?</p>	<p align="center">Yes / No</p> <p align="center">Yes / No</p>
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**For Those who Send in Quarterly Estimates
If you do not send estimated payments, proceed to Line 41 (if applicable)**

<p>37. Did you make any ESTIMATED payments to Federal or State(s) for your 2023 tax return? If yes, please include our estimate sheet we provided you, or a list of your payments and the date you paid them. Due dates were April, June, September of 2023 and January of 2024. Look around the 15th of the month. Indicate whether they are for the federal or the state.</p>	<p align="center">Yes / No</p>
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<p>38. Did you apply an overpayment of 2022 taxes to your 2023 estimated taxes?</p>	<p align="center">Yes / No</p>
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<p>39. Do you want any or all of your 2023 refund applied to your 2024 return? If you choose not to apply all, but apply a “portion” (ex: only the 1st estimate), please make a note.</p>	<p align="center">Yes / No</p>
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<p>40. Is there anything (change in income, withholding, etc.) you would like us to consider when we set up your estimates for 2024? If yes, please make a notation of what you want us to take into consideration. Be specific, if you can.</p>	<p align="center">Yes / No</p>
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Illinois Residents Only	
41. If you paid property taxes , contributed to Bright Start/Bright Directions, paid more than \$250 for academic education (K-12), please provide details or pertinent paperwork.	
Wisconsin Residents Only—Not a WI resident? Skip to Line 48	
42. Did you pay rent in 2023? If NO, skip to Line 45	Yes / No
43. Was heat included in the rent?	Yes / No
44. If you lived in one place, your total rent paid in 2023. If you lived in more than one rental, please provide the amount paid, indicate whether heat was included for each rental unit you lived in. \$ _____	
45. Health Insurance , if you pay out of pocket <i>and did not pay</i> with tax free funds: Please provide the following: Supplemental Insurance \$ _____ Prescription Drug Plan \$ _____ Dental Insurance \$ _____ Vision Insurance \$ _____ Long Term Care Policy (list individually) \$ _____ Other Health Insurance \$ _____ Medicare Premiums (if you don't have your 1099) \$ _____	
46. Did you contribute to EdVest/Tomorrows Scholar? Include year end statement(s).	Yes / No
47. Did you pay any K-12 private school tuition? Include tuition statement from school.	Yes / No
Refund Questions:	
48. If you have a balance due , do you want to have it withdrawn from your bank account directly? If Yes , please provide the name of your financial institution and account number. Also include the date you would like to have it withdrawn from the account. The date must be April 15th or before. If No , we will provide you a payment voucher for you to mail. You can also pay online, a free service, and have it directly debited from your account. If interested in the online pay, please make a notation and we will include the information.	Yes / No Bank _____ Acct # _____ Pay Date _____
49. If you have a refund due , do you want to have it direct deposited? If No , you will receive a paper check in the mail. If Yes , please provide a voided check to verify the account. If you have been here before and you are POSITIVE that you want it deposited in the same account we had listed last year, <i>make a note of the last 4 digits of the account number and name of the financial institution so we can verify we have the correct account.</i>	Yes / No <input type="checkbox"/> Same as last yr. Bank _____ Last 4 digits _____
You are almost done. The last (and most important) question:	
50. When your return is finished, would you prefer to have the return and signature forms uploaded to our secure portal? We need our Portal Policy read, and signed prior to uploading. Once you agree to our portal policy, you will receive an email to let you know that the return has been uploaded and ready for signatures. We have no ability for electronic signatures. You must scan and upload or print and drop off your signature documents to us before we can e-file. No signatures = Not filed. If you choose to pick up and sign your returns like in prior years, we will either call you or your preparer will tell you when your return will be ready for signature(s). <i>We need your signatures before we can e-file.</i>	[] PORTAL OR [] PICK UP

THANK YOU! We appreciate you taking the time to answer our questions.