



Dear Valued Client,

Thank you for allowing Kowalski Financial Inc. the opportunity to prepare your 2023 income tax returns. Your 2023 tax organizer is now available! Please follow the outline below to complete your organizer.

Methods to complete your 2023 tax organizer:

- Print out the organizer and enter your data by hand. Please do not use highlighters, staples or post-it notes.
- Complete the organizer digitally. **PLEASE NOTE: If you choose to complete the organizer on your computer, please be aware that you will need to use Adobe Acrobat version 10, 11, or DC.** To obtain Adobe Acrobat Reader, while on your computer, please [CLICK HERE](#). Even though you may be able to display this document in your web browser it may not save the completed document using that plug-in. For best results follow these instructions:
 1. Save this PDF to your desktop before completing any section.
 2. Open the file that you saved to your desktop with Adobe Acrobat.
 3. Enter all relevant your data in this organizer.
 4. Save and close the document.
- **Submit all documents to us at one time using one of the following methods:**
 - Drop off the tax organizer and your source documents at our office.
 - Mail the tax organizer and source documents to our office.
 - Use our Secure Upload portal: [Click Here](#) to upload files

Please send all your source documents (W-2's, 1099's, etc.) as well as the organizer at least two weeks prior to your appointment. Failure to comply with this procedure may result in a postponement of your appointment.

We wish you the very best and a prosperous 2024!

Warm regards,

Kowalski Financial Inc.

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www.kowalskifinancial.com

CHECKLIST - TAX YEAR 2023

TAXPAYER NAME(S): _____ & _____

Please gather the following and **submit all items at one time at least two weeks prior to your appointment.**

A signed copy of the 2023 Client Engagement Letter. **(REQUIRED)** We will not begin working on your return until we receive this signed letter. See page 3.

This completed checklist, due diligence questionnaire, and data sheets from this tax organizer.

All W-2 forms for wages, salaries, and tips.

All 1099 forms for interest, dividends, stock sales, miscellaneous income, rents, unemployment, etc.

Copy of most recent quarterly 401(k) statement if you are still employed.

If you took any distributions from a retirement account, attach Form 1099-R.

If you sold stocks, bonds, or transferred mutual funds, we need brokerage statements showing the investment transactions. We also need the cost basis for all investments sold in 2023. Most brokerage statements/1099 contain all necessary information. **If cost basis is not provided on your statements, please provide the date purchased and price paid for each transaction for which the cost basis is missing.** You may need to review statements prior to 2023 or contact your broker to obtain this information. We are unable to complete your return until we receive this information.

All K-1 schedules showing income from partnerships, S-corporations, estates, and trusts.

All 1098 forms for mortgage interest.

All HUD-1/Settlement Statements if you PURCHASED, SOLD or REFINANCED real estate in 2023.

Property tax statements for 2023 and 2024 for all real estate owned. ***Current year statements may not be available until the middle or end of March.**

All CRP (Certificates of Rent Paid) forms if you paid rent for your home.

A list of all estimated tax payments made for 2023. Be sure to also include the Q4 payment which is paid in January of 2024. See page 7.

A categorized list of income and expenses for rental property and sole proprietorships and single member LLCs. See pages 8, 9, 10 & 11.

If you use QuickBooks, please send us a QuickBooks backup file. **(.QBB files include all necessary data)**

A categorized list of unreimbursed employee business expenses. See page 16.

Any tax notices recently sent to you by the IRS, MN Revenue or other taxing authority.

If you had health insurance through a healthcare exchange such as MNSure, attach form 1095-A.

Attach all receipts for dependent care, including all info listed on page 14 of this organizer.

2023 DUE DILIGENCE QUESTIONNAIRE (REQUIRED)

Tax preparers are required to have documentation regarding filing status and dependents. This questionnaire is required to be completed in order for us to prepare your 2023 tax return.

Please answer the following questions:

1. Is there a change in the number of dependents you can claim?

Yes (If yes, please update Page 7 with new dependent's personal information)

No

2. Did all dependents live with you in the US for the entire year (except temporary absences)?

Yes

No

If no, list dependent(s) and number of days they lived with you below:

Dependent: _____ Days: _____

Dependent: _____ Days: _____

3. Did you (and your spouse if you MFJ) provide over half of each dependent's support?

Yes

No

If no, list the dependent(s) who you did not provide over half of their support:

Dependent: _____

Dependent: _____

4. Did any dependent have income over \$4,700 in 2023?

Yes

No

5. Did you (and your spouse if MFJ) pay over half of the cost of you and your dependent's home in 2023?

Yes

No

If no, explain: _____

6. Did you release any dependent(s) to someone else?

Yes

No

If yes, list the dependent(s) whose claim was released below:

Dependent: _____

Dependent: _____

7. Do any of your college attending dependents have a felony drug conviction?

Yes

No

If yes, list those dependent(s)

Dependent: _____

Dependent: _____

Yes No

QUESTIONNAIRE – TAX YEAR 2023 (REQUIRED)

Has your marital status change?

If yes, how? _____ and update page 7.

Is there a change in the number of dependents you can claim? If yes, update page 7.

Did you have health insurance through a marketplace like MNSure? Attach Form 1095A

Did you contribute to an IRA (outside of work) for 2023? If yes, update page 12.

If you haven't already contributed to a Traditional or Roth IRA for 2023, do you plan to?
If yes, update page 12.

Did you pay any student loan interest?

Include Form 1098-E's and update page 12.

Did you or your dependents incur any higher-education expenses?

Include Form 1098-T and update page 12.

Did you make a contribution to a 529 plan?

If yes, update page 12.

Did you make a withdrawal from an education savings/529 Plan?

If yes, include Form 1099-Q.

Did you make a withdrawal or contribution to an HSA or MSA?

If yes, include Forms 1099-SA and 5498-SA and update page 13.

Did you have any non-reimbursed employee business expenses? If yes, update page 16.

Did you have an allowance or expense account at work? If yes, update page 16.

Did you incur any job-seeking expenses? If yes, update page 16.

Did you make a donation directly from a Traditional IRA account: If yes, update page 12.

Did you sell, exchange, purchase, abandon, or foreclose on any real estate?

If yes, include all 1099's & settlement statements.

Did you purchase a home in 2008 and claim the First-Time Homebuyer Credit?

If yes, include that return.

Did you refinance or take out a home equity loan during 2023?

If yes, include all 1098's forms and closing statements.

Did you sell or dispose of any stock in 2023?

If yes, include all 1099 forms, brokerage statements, and cost basis info

Did you own any stock that became worthless in 2023?

If yes, include brokerage statements.

Did you sell an existing business or rental property?

If yes, include closing statements.

Did you start a new business or purchase rental property?

If yes, update & include any closing statements.

Yes No

QUESTIONNAIRE – TAX YEAR 2023 (...CONTINUED)

Did you have ownership interest in a partnership or S-Corporation?

If yes, include all K-1 schedules.

Did you receive any payments from property sold prior to 2023?

Do you have children that earned investment income?

If yes, include their Form 1099's.

Did you incur a casualty or theft loss attributable to a Federally Declared Disaster?

If yes, describe: _____

Did you make gifts of more than \$17,000 to any individual?

If yes, describe: _____

Did you own any foreign assets other than through a US brokerage account or are you a signer on any foreign accounts?

If yes, include all documentation and speak with your preparer about these assets.

Did you have any affiliation with a foreign bank or brokerage account in 2023?

If yes, include documentation.

Did you receive a payment and/or make a withdrawal from a retirement account?

If yes, include Form 1099-R.

Did you receive any disability income?

If yes, include income documentation.

Did you receive any gambling winnings?

If yes, Total losses were: \$ _____ include all W-2G(s) forms and documented losses.

Did any of your life insurance policies mature, or did you surrender a policy?

Did you cash any Series EE or I Series U.S. Savings bonds issued after 1989?

If yes, include all documentation.

Did you have any debt canceled or forgiven in 2023?

If yes, include all 1099-A forms or 1099-C forms.

Did you make any purchases in 2023 for which sales or use tax was not paid?

If yes, amount: \$ _____

Do you want to allocate \$3 to the Presidential Election Campaign Fund?

Do you want to contribute to the MN Wildlife Fund?

If yes, amount: \$ _____

Did you make any energy saving home improvements to your home?

If yes, describe: _____ Cost: \$ _____

Did you receive correspondence from the IRS or state tax authorities?

If yes, include a copy of any correspondence received.

Are you a public safety benefit recipient who has insurance premiums withheld directly from your PERA benefits?

Did you 'mine', buy, sell, or exchange a crypto currency (for example, bitcoin). If sold, include a list in the format: Sale Date/Qty Sold/Sale Amount/Date Acquired/Base Value with totals for the year.

Personal & Contact Information

*If you are a new client or if any information has changed, please complete or update.

All information is the same as it appears on my 2022 return.

New/Updated Taxpayer Information

Full Name: _____

SSN: _____ - _____ - _____

Date of Birth: ____ / ____ / _____

Cell Phone: _____ - _____ - _____

Home Phone: _____ - _____ - _____

Work Phone: _____ - _____ - _____

Email: _____

New/Updated Spouse Information

Full Name: _____

SSN: _____ - _____ - _____

Date of Birth: ____ / ____ / _____

Cell Phone: _____ - _____ - _____

Home Phone: _____ - _____ - _____

Work Phone: _____ - _____ - _____

Email: _____

New/Updated Address Home Mailing

Street Address: _____

City: _____

State: _____ Zip Code: _____

New/Updated Dependent Information

Full Name: _____

SSN: _____ - _____ - _____

Date of Birth: ____ / ____ / _____

Relationship: _____

*If additional space is needed, please attach a list.

Refund Direct Deposit Information

I request that my refund be direct deposited.

Bank Name: _____

Routing #: _____

Type of Account: Checking Savings

Account #: _____

Estimated Tax Payments Made

Federal

1st Quarter: ____ / ____ / 2023 \$ _____

2nd Quarter: ____ / ____ / 2023 \$ _____

3rd Quarter: ____ / ____ / 2023 \$ _____

4th Quarter: ____ / ____ / _____ \$ _____

State

1st Quarter: ____ / ____ / 2023 \$ _____

2nd Quarter: ____ / ____ / 2023 \$ _____

3rd Quarter: ____ / ____ / 2023 \$ _____

4th Quarter: ____ / ____ / _____ \$ _____

Alimony

Paid to: _____ SSN: _____ - _____ - _____ Amount: \$ _____

Received from: _____ SSN: _____ - _____ - _____ Amount: \$ _____

Date of divorce or the date that it was last modified:

Schedule C / Self-Employed Business Income & Expenses

Sales/Revenue	Taxpayer	Spouse		Taxpayer	Spouse
Gross Revenue:	\$ _____	\$ _____	Materials:	\$ _____	\$ _____
Cost of Goods Sold:	\$ _____	\$ _____	Labor:	\$ _____	\$ _____
Purchases:	\$ _____	\$ _____	Other Income:	\$ _____	\$ _____
			Inventory (at cost) 12/31/2023	\$ _____	\$ _____

Expenses	Taxpayer	Spouse		Taxpayer	Spouse
Advertising:	\$ _____	\$ _____	Travel:	\$ _____	\$ _____
Commissions/Fees:	\$ _____	\$ _____	Meals & Ent.:	\$ _____	\$ _____
Contract Labor:	\$ _____	\$ _____	Utilities:	\$ _____	\$ _____
Employee Benefits:	\$ _____	\$ _____	Wages:	\$ _____	\$ _____
Business Insurance:	\$ _____	\$ _____	Dues:	\$ _____	\$ _____
Interest:	\$ _____	\$ _____	Phone:	\$ _____	\$ _____
Legal/Professional:	\$ _____	\$ _____	Internet:	\$ _____	\$ _____
Office Supplies:	\$ _____	\$ _____	Business Gifts:	\$ _____	\$ _____
Pension/Profit-Share:	\$ _____	\$ _____	Subscriptions:	\$ _____	\$ _____
Rent:	\$ _____	\$ _____	_____	\$ _____	\$ _____
Repairs/Maintenance:	\$ _____	\$ _____	_____	\$ _____	\$ _____
Supplies:	\$ _____	\$ _____	_____	\$ _____	\$ _____
Taxes/Licenses:	\$ _____	\$ _____	_____	\$ _____	\$ _____

If you purchased any fixed assets, please provide the following information:

T	S	Description:	Date Acquired:	Cost:
		_____	____ / ____ / 2023	\$ _____
		_____	____ / ____ / 2023	\$ _____
		_____	____ / ____ / 2023	\$ _____

*Attach a list if additional lines are necessary.

If you received any 1099 forms from your customers/clients, please provide all to your preparer.

Did you make payments to any LLC or individual for services rendered or rent for your business? Yes No

If yes, did you issue a 2023 IRS Form 1099 to each company/person that you paid \$600 or more? Yes No

If you have a solo/individual 401(k) plan, what was the 12/31/2023 balance in that account? \$ _____

All Taxpayers

Did you receive any Minnesota Direct Tax Rebate Payments in 2023? (maximum \$260 per person - including up to three dependents - for taxpayers whose income fell below \$150k if filing joint, \$75k for all other filers).

Yes No

If yes, amount received: \$ Please provide form 1099Misc that was issued for this amount.

Did you contribute any funds to the Minnesota Housing Tax Credit Program last year?

Yes No

If yes, amount contributed: \$ Please provide the Tax Credit Certificate you received for your contribution.

Corporation/LLC Owners Only

Have you submitted your company's Beneficial Ownership Information to FinCen per the Corporate Transparency Act? Businesses registered before 1/1/24 have until 12/31/24 to file.

Yes No

Business Vehicle Expenses

	Vehicle #1	Vehicle #2	Vehicle #3
Type:	Sch. C/Self-Employed W-2 Employee	Sch. C/Self-Employed W-2 Employee	Sch. C/Self-Employed W-2 Employee
Description:	_____	_____	_____
Driven By:	_____	_____	_____
Date Placed In Service:	_____	_____	_____
Total Miles Driven:	_____	_____	_____
Business Miles Driven:	_____	_____	_____
Odometer (01/01/2023)	_____	_____	_____
Odometer (12/31/2023)	_____	_____	_____
Insurance:	\$ _____	\$ _____	\$ _____
Oil Changes:	\$ _____	\$ _____	\$ _____
Repairs:	\$ _____	\$ _____	\$ _____
Car Washes:	\$ _____	\$ _____	\$ _____
Fuel:	\$ _____	\$ _____	\$ _____
MPG:	_____ mpg	_____ mpg	_____ mpg
Parking:	\$ _____	\$ _____	\$ _____
Lease Payments:	\$ _____	\$ _____	\$ _____
Loan Interest:	\$ _____	\$ _____	\$ _____
License Tabs:	\$ _____	\$ _____	\$ _____

Home Office Expenses

Taxpayer OR Spouse

*You can only deduct a home office if you do not have an office available to you somewhere else.

Total Square Feet of Home:	_____	Total Square Feet of Office:	_____
Rent:	\$ _____	Repairs: (to the home office)	\$ _____
Improvements:	\$ _____	Association fee:	\$ _____
Insurance:	\$ _____	Utilities:(water, gas, electric, garbage)	\$ _____

Retirement Plan Contributions - Not Through Employer (401k/403b)

Taxpayer Contribution: \$ _____		Spouse Contribution: \$ _____	
Traditional IRA	Roth IRA	Traditional IRA	Roth IRA
Contribution already made		Contribution already made	
Planning to contribute by 4/15/2024		Planning to contribute by 4/15/2024	

Student Loan Payments & Interest

Taxpayer Payments: \$ _____	Spouse Payments: \$ _____	Dependent Payments: \$ _____
Taxpayer Interest: \$ _____	Spouse Interest: \$ _____	Dependent Interest: \$ _____

Higher Education (College/Post-Secondary) Expenses

Student #1: _____	Student #2: _____
Freshman Sophomore Junior	Freshman Sophomore Junior
Senior Grad	Senior Grad
Tuition Paid: \$ _____	Tuition Paid: \$ _____
Books: \$ _____	Books: \$ _____
Supplies, etc.: \$ _____	Supplies, etc.: \$ _____

529 Plan / Qualified Tuition Plan Contributions

Amount: \$ _____	Dependent: _____	Name of Fund: _____
Amount: \$ _____	Dependent: _____	Name of Fund: _____

*If you need to include additional dependents or contributions, please attach a list.

Medical Expenses

Please be aware, you cannot begin deducting medical expenses unless they exceed 7.5%* of your AGI.

Health Insurance ¹ : \$ _____	Medical Supplies ³ : \$ _____
Dental Insurance ¹ : \$ _____	Clinics/Hospitals ³ : \$ _____
Cobra Premiums ¹ : \$ _____	Glasses/Contacts ³ : \$ _____
Medicare Premiums ² : \$ _____	Hearing Aids ³ : \$ _____
Doctor ³ : \$ _____	Prescriptions ³ : \$ _____
Dentist ³ : \$ _____	Miles driven for medical reasons: _____

¹Only list health or dental insurance if it is NOT withheld pre-tax from your paycheck.

²Medicare premiums are listed on Form 1099-SSA.

³Only list expenses that were NOT reimbursed by an FSA, HSA, MSA or health insurance.

Health Savings Account/Medical Savings Account Contributions & Withdrawals

	Taxpayer			Spouse		
Contributions:	\$	_____		\$	_____	
Withdrawals:	\$	_____		\$	_____	
Account Type:	HSA	MSA	FSA	HSA	MSA	FSA
Coverage Type:	Single	Family		Single	Family	
Were all withdrawals used for medical expenses?			Yes			No

Long-Term Care Insurance

	Taxpayer		Spouse	
Amount:	\$	_____	\$	_____
Policy #: (REQUIRED)	_____		_____	
Insurance Company:	_____		_____	

Real Estate Taxes

Primary Residence:	\$	_____	Cabin:	\$	_____
Secondary Residence:	\$	_____		\$	_____

Personal Vehicles

Vehicle Registration: \$ _____

of Vehicles in Above Figure: _____

Interest Expense

	Name of Lender	Interest Paid
Primary Res. - 1st Mortgage:	_____	\$ _____
Primary Res. - 2nd Mortgage:	_____	\$ _____
Cabin:	_____	\$ _____
Margin Interest:	_____	\$ _____
Home Equity Loan/Line:	_____	\$ _____
Mortgage Insurance Premiums:	\$ _____	*Only list insurance for loans taken out in 2007 or later

***Please include Form 1098 for each mortgage listed here.**

Charitable Activities

Donations

Per IRS Guidelines: All donations must be substantiated by receipt/letter from recipient with the exception of donations less than \$250, which can be documented with a cancelled check or credit card statement instead. Receipt/letter must be received by date of tax-return filing. Non-cash contributions should be valued using garage-sale prices, and donations totaling over \$5,000 require an appraisal.

Total donations by cash, check or charge: \$

Total value of property donated: \$ _____

Description of what was donated: _____

Name of Organization: _____

Organization Address: _____

Date of Donation(s): ___/___/2023; / /2023; ___/___/2023

*Attach a list for additional property donations

Volunteering

Volunteer Expenses: \$ _____ Miles Driven: _____

**Only include actual out of pocket expenses (your time does not count)

Daycare Expenses

Child #1 Name: _____

Child #2 Name: _____

Amount Paid: _____

Amount Paid: _____

Provider's Name: _____

Provider's Name: _____

Provider's Tax ID: _____

Provider's Tax ID: _____

Provider's Address: _____

Provider's Address: _____

*If additional space is needed, please attach a list including all information above.

Minnesota K-12 Expenses

	Student #1	Student #2
Student's Name:	_____	_____
Grade:	_____	_____
Tuition:	\$ _____	\$ _____
Books/Supplies:	\$ _____	\$ _____
Musical Instruments:	\$ _____	\$ _____
Type of Instrument:	_____	_____
Gym Clothes:	\$ _____	\$ _____
Transportation Fees ¹ :	\$ _____	\$ _____
Tutoring:	\$ _____	\$ _____
Drivers Education:	\$ _____	\$ _____
Lessons:	\$ _____	\$ _____
Computer:	\$ _____	\$ _____
Education Software:	\$ _____	\$ _____

*If additional space is needed, please attach a list including all information above.

¹Transportation expenses must be paid to 3rd parties. This is not the same as mileage on your own vehicle.

MN Residents Unreimbursed Employee Business Expenses (Not Entered Elsewhere)

	Taxpayer	Spouse
Office Supplies:	\$ _____	\$ _____
Taxes/Licenses:	\$ _____	\$ _____
Travel:	\$ _____	\$ _____
Meals & Entertainment:	\$ _____	\$ _____
Internet:	\$ _____	\$ _____
Subscriptions:	\$ _____	\$ _____
Phone:	\$ _____	\$ _____
Referral Fees:	\$ _____	\$ _____
Business Gifts:	\$ _____	\$ _____
Union Dues:	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Teachers (K-12) Educator Expenses:	\$ _____	\$ _____

If you purchased any fixed assets, please provide the following information:

T	S	Description	Date Acquired	Cost
		_____	___/___/2023	\$ _____
		_____	___/___/2023	\$ _____
		_____	___/___/2023	\$ _____

*If additional assets were purchased, please attach a list including all information above.

Does your employer have a business expense reimbursement policy?	Taxpayer	Yes	No
	Spouse	Yes	No

If you get reimbursed from your employer for any of the expenses listed above, please list the amounts below:

Auto / Mileage:	_____	
Meals & Entertainment:	\$ _____	
Cell Phone:	\$ _____	
Other:	\$ _____	*Attach a list if you need more space