



PLEASE READ! Tax Preparation Checklist

Having the necessary documents organized before you meet with your tax preparer can speed up the filing process. Use this checklist to gather all the information you need to get ready for your tax preparer.

Dependent Related Items (Head of Household, Child Tax Credit, Claiming a Dependent)

- **Birth Certificates** for all dependents
- School record, medical record, child care statement or other documentation to **prove child's address**
- **Form 8332** if claiming a child that does not live with you for more than 6 months of the year
- **Head of Household Filing Status** - Supporting Documentation that you provided 50% support for dependents
- **Dependent Care Credit** - must have Daycare or Preschool Annual Statements showing FEIN, Address, Phone Number, and Name of Child Care Provider

Businesses and Rentals (a completed organizer sheet if you don't have supporting documentation)

- **Forms 1099s**
- Taxpayer's summary of **income**
- Taxpayer's summary of **expenses**
 - **Mileage** Documentation
 - Need to keep receipts for **meals**
 - Business **gifts** are capped at \$25 per person per year
- **Supporting Documentation** for any rentals, business or itemized deductions (this could be Accounting Records, Receipts, or Bank Statements)
- **City Breakdown** (Realtors)

Income Documentation

- **All W2s**
- **All 1099s** (self-employment/pension/annuity/retirement accounts/unemployment/state or city refunds/investment accounts)
- **Social Security statements**
- **Gambling Winnings** or Losses (Documentation)
- Year End **Investment Broker** 1099B
- **Cryptocurrency** transaction list
- **K1s** from S-Corps, trusts or partnerships
- Purchase and Sale information on **sales of personal assets**
- **1099-Ks**

Other Deductions & Credits

- **Charitable Contributions** (greater than \$250 per organization need a letter)
- **H.S.A.** contributions and distributions
- Contributions to a **traditional IRA** or self-employed retirement account
- Contributions to an **Ohio 529** plan
- 1098-T (**Education Statement**)
- 1098-E (**Mortgage Statement**)
- **1095A Only**

General Documentation

- **Driver's licenses** for taxpayers
- Amount of **Estimated Tax Payments** made to the IRS, State or City

The IRS is Increasing Preparer Responsibility and Disciplinary Action for Non-Compliance. Documentation will be required before return can be started.



2023 TAX SEASON INFORMATION

DATES

Clients who submit information after the following dates will **NOT** be completed timely:

02/28 (S-Corps/Partnerships)
03/31 (Individuals/C-Corps)

Clients on Extension
08/15 (S-Corps/Partnerships)
09/15 (Individuals/C-Corps)

*Rushed completion will be subject to increased tax prep fee

IN PERSON APPOINTMENTS

Limited In-Person Appointments this year!

Please call ASAP to schedule if you want an appt. Once appointments times are taken, only drop offs will be accepted.

EXTENSIONS

-Mandatory for tax year 2023-

ALL EXTENSIONS MUST BE PROMPTED BY A WRITTEN REQUEST OR EMAIL FROM THE CLIENT

DROP OFFS

We can accept tax information via:

- Drop off to office receptionist
- Drop off to locked mailbox outside office
- Portal Import (secure)
- Mail

DEADLINES

Just a reminder, the tax deadlines are:

03/15 – (S-Corps/Partnerships)
04/15 – (Individuals/C-Corps)

Please do not wait to submit your information!

2023 TAX UPDATES

- SECURE 2.0 Act
- Energy Efficiency Credit

PORTAL ACCESS

- 1) Clevelandtaxconsultant.com
- 2) **Portal Login** at top right of page
- 3) Login or Upload as a Guest

Link to reset credentials on the Login page

ORGANIZER SHEETS

Organizer sheets for businesses and rentals available in the portal.

Please call the front desk to request one be emailed if you cannot access your portal account.

MEET THE TEAM



Kenneth Weinberg
Enrolled Agent/Owner
kenmartax@gmail.com



Brittany Gradisek
Tax/Bookkeeping/Payroll
Kenmartax.gradisek@gmail.com



Christy Rogers
Bookkeeping
Kenmartax.rogers@gmail.com



Erica Carrere
Office Assistant
Kenmartax.carrere@gmail.com

Ken-Mar Tax Intake & Tracking Sheet

OFFICE / INTERNAL USE ONLY

All clients (new and returning) must provide the data on the left side of this sheet before we can process your return:

Name:
Phone: ()
Email:

New clients continue to complete this section. Returning clients complete only items that have changed since your last tax return.:

Driver's License #:
License Issue Date:
License Expiration Date:
Spouse's Full Name:
Spouse's Date of Birth:
Spouse SSN:
Spouse's Driver's License #:
Spouse's License Issue Date:
Spouse's License Expiration Date:
Dependents: DOB Social Security #
**For each dependent a copy of their Birth Certificate & Proof of Residency is REQUIRED. I. E.: report card, medical bill.

New Clients to Complete this Section:

Date of Birth:
Taxpayer SSN:
Street Address:
City, State, Zip
Referred by _____

Date:	Notes		
ASSIGNED TO:			
Ken Brittany			
Date:			
	Dropped Off		
	Logged In		
	Preparer Completed		
	Notified to Pick Up		
	Paid		
Date:			
	Pull Forward in Drake		
	Compare to Prior Year		
	Gather Missing Info		
	Scan Packet to GW		
	Import GW File		
	Update in CSM		
	GW Price		
Total Fee \$			

Ken-Mar Tax Update Client Information

****** New and Returning Clients Required to Complete ******

Name _____ Date (including year) _____

General Information

1 Did you move in 2023? If yes, the date you moved _____, 2023 Previous Address: _____	Yes	No
2 Has your bank account information changed from last year? If yes, provide new information below: Name of Bank _____ Checking or Savings _____ Acct # _____ Rtn # _____	Yes	No
3 Did you have any major life changing events in 2023? (job, marriage, children) If yes, explain _____	Yes	No
4 Were you, your spouse, or any dependents a victim of identity theft? If yes, were you issued an Identity Protection PIN (IP PIN)? If yes, please provide Notice CP01A from the IRS.	Yes	No
5 Is there a custody agreement with tax dependency instructions we need to know about for your dependent(s)?	Yes	No
6 Do you anticipate your tax results to be similar to last tax year? If no, why?	Yes	No
7 Did you receive any notices from the IRS, State, or City in 2023 that remain unresolved. If yes, please provide a copy of the notice.	Yes	No
8 Would you like a copy of your tax return sent to you electronically via the Portal instead of receiving a printed copy?	Yes	No

Tax Information

9 Did you make any distributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan in 2023?	Yes	No
10 Did you make any contributions to an IRA, Roth, Keogh, SIMPLE, SEP, 401(k), or other qualified retirement plan (outside of payroll) in 2023?	Yes	No
11 Did you make any contributions to an HSA (outside of payroll) in 2023?	Yes	No
12 Did you do any bartering in 2023?	Yes	No
13 Did you receive your health coverage through the Marketplace? Did you receive a 1095-A?	Yes	No
14 Did you pay any IRS estimates toward tax year 2023? \$ _____ Did you pay any State estimates? \$ _____ Did you pay any City estimates? \$ _____	Yes	No
15 Did you purchase a new or used clean vehicle (electric vehicle, plug-in hybrid fuel-cell vehicle, qualified commercial clean vehicle) in 2023?	Yes	No
16 Did you make any energy-star rated improvements to your main home in 2023?	Yes	No
17 Did you make gifts to any one person in excess of \$17,000 in 2023?	Yes	No

Digital Assets and Foreign Activity

18 In 2023, did you have financial interest in or are you a signer on a financial account in a foreign country?	Yes	No
19 In 2023, were you at all involved with a foreign trust?	Yes	No
20 Do you have any foreign assets or receive any foreign gifts in 2023?	Yes	No
21 In 2023, did you deal in any virtual/crypto currency (bitcoin)?	Yes	No

Ken-Mar Tax

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North Olmsted, OH 44070
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Phone: (440)777-2207 | Fax: (440)577-4078

This engagement is entered into by and between Ken Mar Tax and the undersigned business.

Scope of Services

We will prepare your 2023 federal, state and local income tax returns. We will depend on you to provide the correct information needed to prepare complete and accurate returns.

We may ask you to clarify some items but will not audit or otherwise verify the data you submit. Our work will not include procedures to find defalcations or other irregularities, but we will inform you of any material errors, fraud, or other illegal acts we discover.

We will return your original records to you at the end of this engagement. Store these records, along with all supporting documents, in a secure location. We retain copies of your records and our work papers from your engagement for up to three years, after which these documents will be destroyed.

Tax information submitted after February 28 is not guaranteed to be filed by the March filing deadline. Tax information submitted after August 15 is not guaranteed to be filed by the extension deadline and will be subject to an increase tax preparation fee.

No tax returns will be filed until we have a signed 8879 e-file Signature Authorization on file and the tax preparation fee has been paid. If we are not able to file your return by the tax filing deadline, you authorize Ken Mar Tax to file an extension on your behalf.

If you have not selected to e-file your returns with our office or are otherwise required to paper-file, you will be solely responsible to file the returns with the appropriate taxing authorities. Review all tax-return documents carefully before signing them. Our engagement to prepare your 2023 tax returns will conclude with the delivery of the completed returns to you, or with e-filed returns, with your signature and our subsequent submittal of your tax return.

Changes to Scope of Services

If, during the course of the engagement, additional services are requested that were not initially agreed upon, the additional fees and expanded scope of work will be discussed and agreed upon before further work is done.

Client Responsibilities

The law imposes penalties when taxpayers underestimate their tax liability. This includes failure to pay estimated taxes. You will be responsible for any penalties incurred regarding this issue. Should we encounter instances of unclear tax law, or of potential conflicts in the interpretation of the law, we will outline the reasonable courses of action and the risks and consequences of each. We will ultimately adopt, on your behalf, the alternative you select.

Fees

Our fee is based on the amount of forms produced and the complexity of the return plus out-of-pocket expenses. Invoices are due and payable upon presentation and before the tax return is filed. All accounts not paid within thirty (30) days are subject to interest charges to the extent permitted by state law.

Termination

Either party may terminate this engagement at any time by providing written notice to the other party. If terminated, fees will be prorated based on the services provided up to the termination date.

By signing below, you acknowledge and agree to the terms outlined in this engagement letter.

Officer Signature: _____ Date: _____

Business Name: _____ Date: _____

Preparer Signature: _____ Date: _____

Ken-Mar Tax

Business Expenses List

Consider using this list when you are thinking of qualified business expenses. If you want guidance in this area, please call early to schedule an appointment - tax season gets very busy.

- Advertising and marketing
- Automobile expense
 - Tolls
 - Parking
 - Auto loan interest
 - Fuels
 - Repairs/Maintenance
- Cell Phone
- Client gifts (\$25/person)
- Home Office expenses (should be paid out of personal account)
- Interest payments and bank charges
- Job Supplies
- Loan payments
- Meals at business meetings
- Memberships & Subscriptions
- Office equipment
- Office Expenses and Supplies
- Payroll costs (e.g., wages, benefits, and taxes)
- Printing (Brochures, Business Cards, Stationary)
- Professional Fees (legal, licensing, accounting and tax prep)
- Rent or mortgage payments (business address)
- Small business insurance
- Software
- Taxes (business taxes)
- Telephone, Fax, Internet
- Tools
- Travel (Transportation, car rental, gas, dry cleaning, lodging, meals, parking, tolls, tips)
- Utilities (for business address)