

Dependent Questionnaire and Due Dilligence

Dependent Name	Relationship	Social Security #	Birth Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

All taxpayers must answer the questions below. Failure to do so may delay completion of your tax return. If a section does not apply to you, please mark through the section with an X.

All Taxpayers: (circle yes or no, and fill in any additional answers as needed)

- YES / NO Is your dependent a citizen, national, or resident of the United States?
YES / NO Did you live outside the US at any point in the tax year?
• If yes, where did you live and for how long? _____
- YES / NO Did each dependent live in your home for all 12 months of the tax year?
• If no, please explain: _____
- YES / NO Is your dependent married?
YES / NO Can anyone else claim your dependent(s) as a dependent on their tax return?
YES / NO Are you biologically related to the dependent(s)?
YES / NO Did anyone else live in the home that provided financial support for your dependent(s)?
• If yes, what is their name, and how much support did they pay? _____
- YES / NO Have you ever been disallowed the Earned Income Credit, Child Tax Credit, or American Opportunity Credit?
• If yes, when? _____
- YES / NO Do you receive any type of non-taxable income such as child support, welfare, social security or family support?
• If yes, what kind and how much? _____

Single or Divorced Parents:

- YES / NO Do you have a divorce decree or separation agreement? Please provide a copy of the parenting plan portion.
YES / NO Do you share custody of your child(ren)?
• How long did the child live in your home during this tax year? _____
• How long did your child(ren) live in the other parent's home during this tax year? _____
• How much income did the other parent have during this tax year? _____
- YES / NO If you are the non-custodial parent, do you have a signed Form 8332? **WE MUST HAVE AN 8332 TO SEND WITH THE RETURN!!**
• If you are a single parent, where is the other parent of your child(ren)? _____
• What is the name of the other parent? _____
• Why is the other parent not claiming the child(ren)? _____
• If you are separated or divorced, when did you last live in the same home? _____
• If the child(ren) have a different last name than the taxpayer, please explain why. _____

****We are required to send a copy of a signed 8332 with the tax return if a non-custodial parent is claiming a child.****

Do you Qualify for Head of Household? Check Qualifiers Below:

Single Taxpayers

- YES / NO Do you have a biological dependent?
YES / NO Do you pay more than 1/2 the cost of keeping up the home?
YES / NO Can you provide proof of paid rent, utility bills, or other household bills for proof of the above statement?

Married Filing Separate Taxpayers

- YES / NO Do you have a biological dependent?
YES / NO Did you live apart form your spouse for at least the last 6 months of the year?
YES / NO Do you pay more than 1/2 the cost of keeping up the home?
YES / NO Can you provide proof of paid rent, utility bills, or other household bills for proof of the above statement?

Taxpayers with a non-biological dependent:

- YES / NO Did the dependent live in your home for more than 6 months?
What is your relationship to the dependent? _____
- YES / NO Do you have legal custody of the dependent?
If so, what court/agency granted you custody? _____
- YES / NO Do you have a letter or paperwork from the court or the authorized placement agency?
Who are the biological parents? _____
Where do the biological parents live? _____
What were the circumstances that lead to the dependent being placed in your home? _____
- YES / NO Do you receive any financial assistance for the dependent such as WIC, Medicaid, SNAP, etc..?
- YES / NO Are you listed as the guardian of the dependent(s) on school records, medical records, daycare records, etc...?
- YES / NO Are you adopting the dependent?
- YES / NO Is the adoption final or pending?
- YES / NO Do you have paperwork or a letter from the authorized adoption agency?
- YES / NO Did you/are you adopting through the foster system?

Taxpayers with biological dependent that is not your son or daughter:

- YES / NO Can you provide a birth certificate that verifies your relationship to the dependent?
- YES / NO Did the dependent live in your home for more than 6 months?
- YES / NO Do you have legal custody of the dependent?
If so, what court/agency granted you custody? _____
- YES / NO Do you have a letter or paperwork from the court or the authorized placement agency?
Who are the biological parents? _____
Where do the biological parents live? _____
What were the circumstances that lead to the dependent being placed in your home? _____
- YES / NO Do you receive any financial assistance for the dependent such as WIC, Medicaid, SNAP, etc..?
- YES / NO Are you listed as the guardian of the dependent(s) on school records, medical records, daycare records, etc...?

Taxpayers with a disabled dependent of any age:

- YES / NO Has a physician declared the dependent disabled?
- YES / NO If yes, can you provide documentation?
Please describe their disability: _____
- YES / NO Does your dependent receive social security or disability benefits?
If yes, how much do they receive? _____

Taxpayers attending college or with dependent(s) in college:

- YES / NO Did the student attend at least half-time for 5 months of the year?
- YES / NO Is the student seeking a degree?
- YES / NO Has the dependent earned a 4-year degree?
Which college did the dependent attend? _____
- YES / NO Did the student receive a tuition statement from the school?
How much did the student pay in tuition during the tax year (include amounts paid by student loans)? _____
How much did the student pay for books and other required materials and fees? _____
- YES / NO Have you or the student claimed the American Opportunity Credit in prior years for this student?
If yes, how many times has this credit been claimed? _____
- YES / NO Was the student arrested for any felonies during the year?

****Please provide a statement from the college showing expenses PAID for the year.****

The taxpayer has provided all answers to the above questions and claims the answers to be true and correct to the best of their knowledge. The taxpayer has been informed that claiming a dependent for EITC, CTC, AOTC, HOH, or any other credit can result in an audit, fines, penalties, and disallowance of credits in future years if any of the information provided to the preparer is incorrect.

Taxpayer Signature

Date

Spouse Signature

Date
