

Due Diligence Questionnaire: EIC/CTC/ACTC/HOH/ AOTC/ ODC

Tax Payer: _____

Date _____

Preparer conducting Interview: Dania Amescua

Method of interview: Phone, In-person, email / Fax

(Are you married and Filing MARRIED? If, YES, THEN SKIP: HOH

HOH (Head of Household)	Y	N	Comments
Can you the taxpayer be claimed as a dependent?.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Did you maintain more than half of the cost of the home?.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Did you maintain residency in the United States?.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is there another working adult, living with you?.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Were you or are you married, but filing Single/HOH:.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
If so, when (Date) did you separate homes (lived apart)?.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
If divorced, do you have copy of Decree or Separation form?.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Did the other parent live with you?.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Did your child live with you for more than half of the year?.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Do you have share custody of dependent?.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Have proof to claim HOH: Rent receipts, utility bills & etc.....	<input type="checkbox"/>	<input type="checkbox"/>	_____

CTC/ACTC (Child Tax Credit, Additional Child Tax Credit) EITC (Earned Income Tax Credit)	Y	N	Comments
Can anyone else claim your dependents?.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Have you ever been disallowed the credit? If so, reason:	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are you reporting all income received, including cash income?.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
You have all the requirements to support the claim?.....	<input type="checkbox"/>	<input type="checkbox"/>	_____

ODC (Other Dependent Credit)	Y	N	Comments
Was this dependent income less than \$4000?.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Did they live with you all 365 days of the year?.....	<input type="checkbox"/>	<input type="checkbox"/>	_____

AOTC (American Opportunity Tax Credit)	Y	N	Comments
Was the student at least a half-time student this tax year?.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has the student been convicted of a felony for possessing or distributing a controlled substance?.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
Have you claimed the credit 4	<input type="checkbox"/>	<input type="checkbox"/>	_____
Was this student enrolled in a program that leads to a degree, certificate or	<input type="checkbox"/>	<input type="checkbox"/>	_____
You have supporting receipts to support the claim? 1098-T/Receipts	<input type="checkbox"/>	<input type="checkbox"/>	_____

Income < \$15,000	Y	N	Comments
Reporting all income, including cash income?	<input type="checkbox"/>	<input type="checkbox"/>	_____
How did you maintain home, Pay rent, bills, food & clothing?			_____

Single Dads	Comments
Why is the child not with the mother?	_____
Who takes care of the child when at work?	_____

I have been interviewed by One Stop Tax Service, Tax preparer Dania Amescua in accordance to the required IRS Due Diligence rules for Earn Income Tax Credit, Child Tax Credit, Additional Child Tax Credit & Other Dependent Care Credit. One Stop Tax Service has explained the requirements to claim the credits which I agree that I qualify for this (these) credit (s). I affirm these facts as stated above and make a claim for the EITC, CTC and /or ODC on my tax return (HOH).

TaxPayer Signature _____ **Date** _____

Spouse Signature _____ **Date** _____