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QUESTIONNAIRE for TAX CREDITS

The IRS is stepping up its efforts to verify Tax Credit claims and is holding tax preparers responsible for exercising “DUE DILIGENCE” in preparing such returns. Failure to make sufficient inquiries subjects a tax preparer to a $500+ fine for each credit.

Therefore, I will need the following information from you in order to claim these credits.

FILING STATUS:

Who lives in your home with you?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Could you be a qualifying child of another person for year?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Could you be claimed as a dependent on anyone else’s federal tax return for the year?\_\_\_\_\_\_\_\_\_\_

Is you main home in the US for more than half the year?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHILDREN & OTHER DEPENDENTS:

Could anyone other than yourself claim then as dependent(s)?\_\_\_\_\_-Who?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did the child live with you more than half the year?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did the child provide less than half of their support?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did you provide more than half of their support?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What school(s) did Child(ren) attend?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What documents are you able to provide proving that your dependents are related to you, live in your home & are supported by you?

Birth Certificate\_\_\_\_\_\_\_\_\_ School, medical, daycare, social service records\_\_\_\_\_\_\_\_\_\_\_\_

(Be prepared to provide copies, or a clergy or secial services letter)

How much income did dependents receive in the year? Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has any credit been disallowed in prior years? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If any credits were disallowed or reduced, did you complete the required recertification forms?\_\_\_\_\_\_

Is there an active Form 8332, Release/Revocation of Claim to Exemption for Child by Custodial Parent?\_\_\_\_

COLLEGE CREDITS:

How was tuition paid? Grants – Loans - Cash/Credit Card – 529 College Savings

Provide statements from college accounting office to support payments, book receipts ect….

IF YOU HAVE A BUSINESS:

How long have you been in business?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What evidence do you have to support your business?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Cards, Business Stationery, Receipts/books with company header, Licenses, Brochures/Ads

Do you have a separate business bank account?\_\_\_\_\_\_\_\_If not, how do you track business activity?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicate which of the following you have:

Accounting records, Paid invoices/receipts, Log books, Computer records, Mileage log, car/truck expenses, ledgers, Business bank statements,.

Did you file 1099’s for subcontractors?\_\_\_\_\_ if not, did you pay any one person more than $600?