

DUE DILIGENCE QUESTIONS

Earned Income Credit, Child Tax Credit, American Opportunity Tax Credit, and Head of Household Filing Status

Tax Year: _____

Earned Income Credit - Y or N

Were you a US citizen or resident alien for the entire year? _____

Are dependent(s) claimed on your tax return your: son, daughter, stepchild, foster child, or a descendant of any of them (for example, your grandchild), or brother, sister, half-brother, half-sister, stepbrother, stepsister, or a descendant of any of them (for example, your niece or nephew)? _____

Did any dependent(s) file a joint return with another person? _____

Did dependent(s) live with you in the United States for more than half of the year? _____

Do you believe dependent(s) could also meet the qualifications to be a qualifying child of another tax filer? _____

Child Tax Credit - Y or N

Are dependent(s) claimed on your tax return your: son, daughter, stepchild, foster child, brother, sister, stepbrother, stepsister, half-brother, half-sister, or a descendant of any of them (for example, your grandchild, niece, or nephew)? _____

Did dependent(s) provide over half of his or her own support for the year? _____

Did dependent(s) live with you for more than half of the year? _____

Did dependent(s) file a joint return with another person for the year? _____

Are dependent(s) a U.S. citizen, a U.S. national, or a U.S. resident alien? _____

American Opportunity Tax Credit- Y or N

As of the beginning of the year, has the student completed the first 4 years of postsecondary education (generally, the freshman through senior years of college), as determined by the eligible educational institution? _____

For the student, has either the American Opportunity Tax credit or the Hope Scholarship credit been claimed by you or anyone else for this student for any 4 tax years before the current tax year? _____

For at least one academic period beginning (or treated as beginning) in the current tax year, has the student met both of the following? _____

(a) Was enrolled in a program that leads to a degree, certificate, or other recognized educational credential; and

As of the end of the year, has the student been convicted of a federal or state felony for possessing or distributing a controlled substance? _____

Head of Household Filing Status - Y or N

Are you, the taxpayer, unmarried on Dec 31st and do you provide more than half of the cost of keeping up a home for the year for a qualifying person? _____

General - Y or N

Can you provide documentation to substantiate the above answers? _____

Have you ever had any of these credits disallowed or reduced in the past? _____