

**EIC QUESTIONNAIRE—Client Name**

The IRS continues to intensify its efforts to verify Earned Income 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 tax return. Therefore, we will need the following information from you in order to claim an earned income credit.

**CHILDREN:**

Did the child(ren) live with you for the entire year? If not, please explain \_\_\_\_\_  
 Could anyone other than yourself claim the child(ren) as dependent(s)? \_\_\_\_\_ Who?  
 Did any other adult live in the same household as the child(ren) during the year? \_\_\_\_\_ Who?  
 What school(s) did the child(ren) attend? \_\_\_\_\_  
 Do you have school, daycare &/or medical records for each child as evidence of attendance from your address? \_\_\_\_\_

**IS YOUR INCOME SUFFICIENT TO SUPPORT YOURSELF & FAMILY?**

Annually	Monthly	
		Income
		Rent or Mortgage Payment
		Groceries & Outside Meals
		Utilities
		Recreation
		Insurance
		Child care
		Auto payments
		Gasoline & auto service
		Medical expenses
		Taxes
		Alimony
		Contributions
		Other

**IF YOU HAVE A BUSINESS:**

How long have you been in business? \_\_\_\_\_ years  
 What evidence do you have to support your business?  
 Business cards \_\_\_\_\_ Business stationery \_\_\_\_\_ Receipts, receipt books, \_\_\_\_\_ Business license(s) \_\_\_\_\_  
 Do you have a separate business bank account? \_\_\_\_\_ If not, how do you track business activity? \_\_\_\_\_  
 Have you filed any sales tax returns, payroll tax returns? \_\_\_\_\_  
 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? \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_