

EIC, ADDITIONAL CHILD TAX CREDIT, HEAD OF HOUSEHOLD & EDUCATION QUESTIONNAIRE

Client Name: _____

The IRS continues to intensify its efforts to verify Earned Income Tax Credit (EIC) claims as well as the child tax credits, education credits and returns claiming head of household status; the IRS is holding tax preparers responsible for exercising "DUE DILIGENCE" in preparing such tax returns. Failure to make sufficient inquiries subjects a tax prepare to fines and penalties up to **\$2,000.00 PER RETURN**. Therefore we will need the following information from you in order to claim an earned income credit. **THIS INFORMATION IS REQUIRED, NO EXCEPTIONS.**

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? These documents **must** show the parent's name, child's name, and address. **WE NEED COPIES OF THESE DOCUMENTS.**

IS YOUR INCOME SUFFICIENT TO SUPPORT YOURSELF & FAMILY?

| | MONTHLY | ANNUALLY |
|---------------------------|----------------|-----------------|
| 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: _____

Do you file 1099's for subcontractors? _____

Date: _____

Signature