



20____ Earned Income Tax Credit Due Diligence

- The IRS now requires tax return preparers to complete a due diligence checklist with all income tax returns that contain certain credits and deductions, with steep penalties for noncompliance. Your return qualifies for the following special credits/deductions; therefore, it is imperative you read and understand this entire document. **YOUR RETURN WILL NOT BE FINALIZED UNTIL YOU ANSWER EACH QUESTION BELOW AND SIGN AND RETURN THIS DOCUMENT TO US.**

EARNED INCOME TAX CREDIT:

This credit is based on the level of your income for 20____, and whether or not you have qualifying children. In order to qualify, you must meet **ALL Of** the following requirements, in addition to the income requirements:

- You must have a valid social security number by the due date of your return.
- Your filing status cannot be married filing separately.
- You must be a US citizen or resident alien for the full year.
- You cannot have foreign earned income.
- Your investment income for 20____ (including non-taxable interest and dividends) cannot be greater than \$3600.

- 1.1: Do you meet all the requirements above?

Yes _____ No _____

1.2: Do you have a qualifying child for 20____? Yes _____ NO _____

- A.1: Do your dependents meet the requirements above?

Yes _____ No _____

- A.2: If you have qualifying children were or are they currently disabled?

Yes _____ No _____

- A.3: If you have qualifying children did any of your children attend a secondary school such as a college or university be it of public and private school settings. Yes _____ No _____

Clients Initials _____

- A.4: List each one of your qualifying children who met the above requirements for 20_____

Name (First and Last)	Childs Relationships to You (i.e. son, daughter, niece, nephew, adopted)	Date of Birth
--------------------------	---	---------------

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____

- **PLEASE ANSWER THE FOLLOWING QUESTIONS:**

- Did/Does both the taxpayer and spouse meet every one of the these requirements for 20_____?
Yes_____ No _____
- Did you have any income in 20_____ that you have not reported to us? Yes_____ No _____
- If your tax return was to be audited by the IRS, you would need to provide documentation to prove that you qualify for this credit. Would you be able to provide them with such documentation if requested?
Yes_____ No _____
- Have you ever been notified by the IRS that this credit was disallowed or reduced in a previous year?
Yes_____ No _____
- Does any of your qualifying children have an identity theft protection pin in place that was issued to them by Internal Revenue Service (IRS) Yes_____ No_____

Clients Initials _____

- By signing below, you indicate that you and your spouse, if applicable, have read and agreed to all of the above answers.

Client's Full Name

Spouse's Full Name

Client's Signature

Spouse's Signature

Date

Date

Preparer ONLY:

B.1: To the best of your knowledge does the client meet the requirements above? Yes _____ No _____

Preparers Signature: _____

Date: _____

Preparers Notes:

What information and documentation did you use and rely upon to determine if the clients and their qualifying children were eligible for the credits listed on this form?

**Did any of the documentation appeared to be alternated or fraudulent in anyway?
Yes ___ No ___**

Has the individual given you any reason to suspect fraudulent activity?

Clients Initials _____