EIC Documentation

For Single Individuals

New regulations require ALL paid prepares to substantially document the claim for Earned Income Tax Credit (EITC), Child Tax Credit, Additional Child Tax Credit, Qualifying Other Dependent Credit (CTC/ACTC/ODC), Head of Household (HOH) and the American Opportunity Tax Credit (AOTC). Please Complete the Following and Document.

**Q1. Have you ever had any of the following credits disallowed or reduced in a previous year?**

(EIC, Child Tax Credit, Additional CTC, American Opportunity Tax Credit or Head of Household Status)

Please **Circle** **YES or NO**

If yes, did you complete the required recertification form(s), **Form 8862**? Please provide explanation. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**If you, the taxpayer, is reporting self-employment income, you must provide documentation such as:**

* Form 1099-Misc
* Business License
* Records of Gross Receipts
* Records of Expenses
* Summary of Income
* Summary of Expenses
* Bank Statements

**Q2. Are you providing documentation from the above self-employment list? Please Circle YES or NO**

**Q3. Can you, the taxpayer, provide documentation to substantiate eligibility for and the amount of the credit(s) claimed on the return? Please Circle YES or NO**

**Q4. Do you certify that all the answers provided on this form is true, correct and complete? YES or NO**

**I have complied with all EITC, CTC/ACTC/ODC, AOTC and HOH requirements with respect to the credits claimed on the tax return.**

Taxpayer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Spouse’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE (For Essix Group Staff Only)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Interviewed? **YES or NO** Date of interview \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Were applicable EIC and/or CTC/ACTC/ODC, AOTC or HOH worksheets completed? **YES or NO**

Were applicable EIC and/or CTC/ACTC/ODC, AOTC or HOH worksheets printed? **YES or NO**

Were records of how, when, and from whom the information used documented? **YES or NO**

Has it been determined that the taxpayer was unmarried or considered

unmarried on the last day of the tax year and provided more than half of the

cost of keeping up a home for the year for a qualifying person? **YES or NO**

To meet knowledge requirements, were adequate questions asked and

responses documented that determine the Taxpayer’s eligibility to claim the credit(s)? **YES or NO**

Make Notes below

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