		Due Diligence Questionna	ire			
Name/ID:			Year:			
Preparer conducting interview: Date of interview:						
Ме	thoc	of interview (phone, in-person, email):				
		`	Check if not applicable -	$\overline{}$		
Check if document requested and relied upon to support claim ————————————————————————————————————						
		filing status	Taxpayer's response	· ·		
1		e you married?	·			
2		e you divorced?				
3	 	e you separated?				
4	 	nen will your divorce be finalized?				
5	 	ve you lived apart from your spouse for the last 6 months of the year?				
6	-	you maintain more than half of the cost of the home?				
7	ls y	your spouse deceased?				
8	Oti	ner:				
9	Oti	ner:				
Qι	ıali	fying child	Taxpayer's response			
1	Wł	nat is your child's birthdate?				
2	Wł	nere does your child live?				
3	Do	es your child live with the other parent?				
4		nat does your separation/divorce agreement state regarding who claims child?				
5		If the child pay for their own support during the year, such as food, at, etc.?				
6	Wŀ	nat school did your child attend?				
7	ls y	your child married and filing a joint return?				
8	Do	es the child have a valid SSN or ITIN?				
9 Is the child disabled? If yes, answer "a" through "c".		he child disabled? If yes, answer "a" through "c".				
	а	What type of disability does the child have?				
	b	Does the child receive SSI or other disability payments?				
	С	Do you have a letter from the child's doctor/health care provider stating that the child is permanently and totally disabled?				
10	Ot	ner:				
11	Ot	Other:				
Relationship test Taxpayer's response						
1		the child's biological parents live with the child? If no, where are biological parents?		and the second s		
If taxpayer has more than one child, enter additional information here:						

	Check if document requested and	Check if not applicable ————————————————————————————————————		
An	nerican opportunity tax credit	Taxpayer's response		
1	Has the student ever been convicted of a felony for the possession or distribution of a controlled substance (drugs)?			
2	Has the student completed the first 4 years of postsecondary education (a grad student)?			
3	Was the student enrolled at least half-time for at least one academic period?	= 7		
4	How many years have you claimed the American opportunity tax credit?		-	
5	Did you pay additional amounts for books?			
6	Are there any other fees not on Form 1098-T?			
7	How many months was the student in school?			
8	Does the student have earned income? (wages)			
9	Other:		-	
10	Other:			
Bu	isiness income	Taxpayer's response		
1	How long have you owned your business?			
2	Do you have any documentation to substantiate your business?			
3	Who maintains the business records for your business?	The state of the s		
4	Do you have separate bank accounts for personal and business transactions?			
5	Have you received a Form 1099-NEC and/or Form 1099-K to support the income?	1 171 7. 471 4 1 1 171	=	
6	Do you have evidence of any exemption?			
7	Other:			
8	Other:		1	

ADDITIONAL COMMENTS: