

Due Diligence Questionnaire

Name/ID: _____ Year: _____

Preparer conducting interview: _____ Date of interview: _____

Method of interview (phone, in-person, email): _____

Check if not applicable

Check if document requested and relied upon to support claim

	HOH filing status	Taxpayer's response	
1	Are you married?		
2	Are you divorced?		
3	Are you separated?		
4	When will your divorce be finalized?		
5	Have you lived apart from your spouse for the last 6 months of the year?		
6	Did you maintain more than half of the cost of the home?		
7	Is your spouse deceased?		
8	Other:		
9	Other:		

	Qualifying child	Taxpayer's response	
1	What is your child's birthdate?		
2	Where does your child live?		
3	Does your child live with the other parent?		
4	What does your separation/divorce agreement state regarding who claims the child?		
5	Did the child pay for their own support during the year, such as food, rent, etc.?		
6	What school did your child attend?		
7	Is your child married and filing a joint return?		
8	Does the child have a valid SSN or ITIN?		
9	Is the child disabled? If yes, answer "a" through "c".		
	a What type of disability does the child have?		
	b Does the child receive SSI or other disability payments?		
	c Do you have a letter from the child's doctor/health care provider stating that the child is permanently and totally disabled?		
10	Other:		
11	Other:		

	Relationship test	Taxpayer's response	
1	Do the child's biological parents live with the child? If no, where are the biological parents?		

If taxpayer has more than one child, enter additional information here:

