

QUESTIONNAIRE for TAX CREDITS

IF YOU EXPECT TO CLAIM EARNED INCOME CREDIT, CHILD TAX CREDIT or EDUCATION CREDITS

The IRS is stepping up its efforts to verify Tax Credit claims and is holding tax preparers responsible for exercising "DUE DILIGENCE" in preparing such returns. Failure to make sufficient inquiries subjects a tax preparer to a \$500+ fine for each credit. Therefore, I will need the following information from you in order to claim these credits.

FILING STATUS:

Who lives in your home with you? _____

CHILDREN & OTHER DEPENDENTS:

Could anyone other than yourself claim them as dependent(s)? _____ Who? _____

What school(s) did child(ren) attend? _____

What documents are you able to provide proving that your dependents are related to you, live in your home & are supported by you?

Birth certificates Adoption records School, medical, daycare, social service records

(Be prepared to provide copies, or a clergy or social services letter)

How much income did dependents receive in the year? Name: _____ \$ _____

COLLEGE CREDITS:

How was tuition paid? Grants Loans Cash/Credit Card 529 College Savings

(Provide statements from college accounting office to support payment)

IS YOUR INCOME SUFFICIENT TO SUPPORT YOURSELF & FAMILY? (Be prepared to discuss.)

	Monthly	Annually
Taxable Income		
Child Support &/or Public Assistance received		
Other Income, Gifts, etc. (describe below)		
Rent or Mortgage Payment		
Groceries & Outside Meals		
Utilities		
Recreation		
Insurance		
Child care		
Auto payments		
Gasoline & auto service		
Medical expenses		
Taxes		
Alimony/Child support paid out		
Contributions		
Other		

Does anyone else provide money to your household? _____ Who/How much? _____

else provide support

See reverse side for questions if your income is from self-employment.

Signature: _____

Date: _____

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 book with company header License(s) Brochures, Ads

Do you have a separate business bank account? _____ If not, how do you track business activity?

Have you filed 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

Did you file 1099's for subcontractors? ___ If not, did you pay any one person more than \$600?