

IRS Required Dependency Questionnaire

Required 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, we will need the following information from you to claim these credits.

1. Could you the taxpayer (or your spouse if married filing jointly) be a dependent of any other person?.....☐Yes ☐No
2. Who besides your dependents live in the household with you? _____
3. If you file as Single or Head of Household, does anyone in the household earn more money than you do?..☐Yes ☐No

If yes, what is the higher income person's relationship to the dependents? _____

Children & Dependents			
Dependent name			
SSN as shown on Social Security Card:			
Dependent Date of Birth:			
Relationship:	<input type="checkbox"/> Son <input type="checkbox"/> Daughter <input type="checkbox"/> Stepchild <input type="checkbox"/> Grandchild	<input type="checkbox"/> Son <input type="checkbox"/> Daughter <input type="checkbox"/> Stepchild <input type="checkbox"/> Grandchild	<input type="checkbox"/> Son <input type="checkbox"/> Daughter <input type="checkbox"/> Stepchild <input type="checkbox"/> Grandchild
If over 19, were they under 24 and full time student? Or Any age and totally and permanently disabled? (must have written proof)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lived with you more than 6 mos (183 nights) in 2023	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can anyone else claim that child lived with them more than 6 mos?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did they earn more than \$4400? (earnings do not include Social Security or investments)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Citizen or national of the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is dependent married?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Who paid more for the dependents support?	<input type="checkbox"/> Myself <input type="checkbox"/> Dependent	<input type="checkbox"/> Myself <input type="checkbox"/> Dependent	<input type="checkbox"/> Myself <input type="checkbox"/> Dependent

4. If any dependent is NOT your son or daughter, explain why the child's own parents are not claiming the child:

5. What school(s) did the child(ren) attend? _____

6. What documents are you able to provide proving that your dependents are related to you, live in your home & are supported by you? (Be prepared to provide copies, or a clergy or social services letter) ☐ Social Security Cards

☐ Birth Certificates ☐ Adoption records ☐ School records ☐ Medical records ☐ Daycare records ☐ Social service records

7. Check any and all financial assistance received by or for the dependent:

☐ Child Support ☐ Food Stamps ☐ Medicare/Medicaid ☐ WIC ☐ Daycare Benefits ☐ Welfare ☐ Help from Family

☐ Housing/Utility assistance ☐ Social Security Benefits (how much?) _____ ☐ Other _____

COLLEGE CREDITS:

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

(Please provide statements from college accounting office to support payment)

Signature: _____ Date: _____ 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 and/or 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? _____