

DUE DILIGENCE WORKSHEET

**2022 Earned Income Credit, Child Tax Credit and Other Dependent Tax Credit Questionnaire
and Head of Household Filing Status Questionnaire**

Taxpayer Name(s): _____

Due to increased tax compliance requirements imposed on tax preparers, we are now required to obtain the information requested below with regards to each child or other individual that you claim as a dependent, or to support your filing status.

Child's or Dependent's Name	First	_____	_____	_____
	Last	_____	_____	_____
Did the child/dependent live with you for more than half of 2022?	Yes/No	_____	_____	_____
Did you provide more than half the support for the child/dependent in 2022?	Yes/No	_____	_____	_____
Is the child/dependent a citizen, national or resident of the United States?	Yes/No	_____	_____	_____
CAN anyone else claim the child or other as a dependent?	Yes/No	_____	_____	_____

If yes, please explain: _____

Have you had an Earned Income Credit or Child Tax Credit disallowed or reduced by the IRS in a prior year?
If yes, please explain: _____

Do you have documentation to substantiate your answers above and your eligibility to claim the EIC or Child/Dependent Tax Credit? Yes/No _____

IF DIVORCED OR NOT MARRIED:

Are you the custodial parent? Yes/No _____

If no, the custodial parent must complete Form 8332 (Release of Claim to Exemption for Child by Custodial Parent) for you to claim tax credit(s) for the child. **Is Completed Form Attached?** Yes/No _____

IF MARRIED FILING SEPARATE RETURNS, we agree that the child or dependent will be claimed for 2022 by :

Husband (father) Yes/No _____

Wife (mother) Yes/No _____

IF YOU ARE CLAIMING HEAD OF HOUSEHOLD STATUS, you must answer the following questions.

Were you unmarried on the last day of the year? Yes/No _____

Did you provide more than half the cost of keeping up a home for the year for a qualifying person? Yes/No _____

Do you have documentation to substantiate your answers above and your eligibility to claim HH status? Yes/No _____

Signed: _____ Date: _____

Signed: _____ Date: _____