

# DUE DILIGENCE QUESTIONS:

## GENERAL QUESTIONS

Q: What documents do you have? \_\_\_\_\_

Q: Do you have any other documents besides the ones provided to me? Yes No

Q: Did you receive, sell exchange or dispose of crypto, bitcoin, or other digital assets? Yes No

Q: Did you receive a IPIN for code from IRS to file with your return? Yes No

## FILING STATUS

Q: Were you legally married during the year? Yes No

Q: Do you want to file Jointly? Yes No

Q: Did you live together during the last 6 months of the year? (Even 1 day!) Yes No

Q: Were you legally separated, or divorced prior to December 31st? Yes No

Q: Do you want to file injured spouse? (Does your spouse have tax debt you do not want to be penalised for?) Yes No

Q: Can you be claimed as a dependant? (Will someone else claim you on there tax return?) Yes No

Q: Do you have any dependants you are claiming? Yes No

**DEPENDANTS:** To claim EITC and CTC, Child Care Credits

Q: What is your relationship to each dependant? \_\_\_\_\_

Q: How long did each dependant live with you during the year? \_\_\_\_\_

Q: Did you provide more than half the support of for your dependant(s) all year? Yes No

Q: Did your dependants have any income? Will they be filing a tax return of their own? Yes No

Q: Is the dependant married? Yes No

Q: Why is the other parent(s) not claiming dependent(s)? \_\_\_\_\_

Where are they? \_\_\_\_\_

Do you have legal guardianship? Yes No

Did you adopt? Yes No Are they foster children? Yes No

Q: (For stepchildren) Were you married to their parent? Yes No

Q: If required by the IRS, can you provide documentation for each dependant? Yes No  
(Example: school or medical records, lease, social services documents, birth certificates, SSI card) Q:

Who cares for dependant(s) while you are working?

\_\_\_\_\_ (If you have childcare, can you provide documents to qualify for Child Care Credit?) Yes No

## HEAD OF HOUSEHOLD CREDIT:

Q: How many adults live in your household? (Only 1 adult per address can claim HOH) \_\_\_\_\_

Q: Did you share the cost of living with anyone else? (Example: rent, mortgage, utilities, food, etc)  
Yes No

Q: Between all household members who live in your household did you provide more than half of the upkeep of housing cost? Yes No

Q: Did you receive any Government Assistance for rent, or do you have anyone helping pay the bills Yes No

## SCHOOL CREDIT:

Q: Were you a part-time or full-time student?

Q: Did you have out-of-pocket expenses? ( including travel expenses to school) Yes No

Q: Do you have a 1095T form from your school? Yes No