



How to fill out Dependent – Form 1040

You will fill out one form for each dependent.

How to get to this form:

- Click the Your Forms tab in the blue box on the left-hand side of the screen.
- Click the blue Common link under Taxpayer Forms towards the top of the screen.
- Scroll down to Dependent-Form 1040.
- Click the blue Add a form link.

How to fill out this form:

1. Complete the dependent's information including first & last name, SSN, and date of birth.
2. Select the relationship of the dependent. This will be the legal relationship as provided by the taxpayer. You will **NEVER** select "Stepchild" as the relationship.
3. Leave "Months lived with" blank.
4. Answer the "Child and Dependent Care Expenses" information. The taxpayer will provide you with the care expense information if they have any, otherwise this portion will be left blank.
5. Select "yes" or "no" next to ALL EIC questions according to the information the taxpayer gave you on the EIC Due Diligence Interview Sheet.
6. Answer the Residency of Qualifying Child questions according to the information recorded on the EIC Due Diligence Interview Sheet.
7. Click the "Child lived with you" check box. Child means dependent and will not necessarily be a "child." It may be a sister, parent, etc.
8. Click Save.