

Steps to add a dependent and due diligence screen

1. Click to add the form

Review Forms

Review and manage the forms you've created, or add any other ne

Federal

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Common Forms

Dependents - Form 1040

Form W-2 - Wage and Tax Statement

Form 8867 - Due Diligence Checklist

8879/8878 E-file Signature

SSA-1099 - Social Security RRB-1099 - Railroad Board Payments

Form 1099 - NEC

Schedule C - Self-Employed Income

Auto Expense Worksheet

1099-G - Unemployment Compensation and Other Government P

Dependents - Form 1040

Dependent Due Diligence

Identify the taxpayer's de **2. Enter dependent name, SSN, relationship and D.O.B.** other dependent-spec

First Name Middle Initial Last Name Suffix

HARRY

SSN

489 - 55 - 9509

Dependent was born before 2024 but died in 2024

SSN or ITIN was applied for but not yet received

Dependent was born and died in 2024 and no SSN was received

SSN is not valid for work

Clear

Relationship Months in home Date of birth Age:

SON Months in home 8/15/2010 14

Dependents - Form 1040

Dependent

Due Diligence

Identify the taxpayer's dependents and provide information on childcare expenses, EIC and other dependent-spec

3. Click Due Diligence

First Name

HARRY

Middle Initial

Last Name

Suffix

SSN

489

- 55

- 9509

Dependent was born before 2024 but died in 2024

SSN or ITIN was applied for but not yet received

Dependent was born and died in 2024 and no SSN was received

SSN is not valid for work

Clear

Relationship

SON



Months in home



Date of birth

8/15/2010



Age:

14

Dependent Due Diligence

Dependent

Due Diligence

4. Click answers below. If you need to change the answer to a greyed-out option, use LIVE HELP

If claiming the Earned Income Credit (EIC), (Additional

dependent, complete this

Earned Income Credit

Credits for Children and Other Qualifying Dependents

Is either of the following true? The dependent is 1.) unmarried, **or** 2.) the dependent is married, can be claimed as the taxpayer's dependent, and is not filing a joint return (except to claim a refund)

Yes No [Clear](#)

Did the dependent live with the taxpayer in the U.S. for more than half of the year?

Yes No [Clear](#)

If this is not the taxpayer's son or daughter, did you ask why the parent was not claiming the child? Did you document the answer?

Yes No Not applicable [Clear](#)

Could another person qualify to claim this dependent?

Yes No [Clear](#)

10 The qualifying person is the taxpayer's dependent who is a citizen, national, or resident of the United States

Yes No [Clear](#)

11 Did you explain to the taxpayer that they may not claim the (A)CTC if they did not live with the child for more than half the year?

Yes No Not applicable [Clear](#)

12 Did you explain to the taxpayer the rules about claiming the (A)CTC or ODC for a child of divorced or separated parents, including any requirement to attach a Form 8332 or similar statement to the return?

Yes No Not applicable [Clear](#)

SCROLL DOWN

Residency of Qualifying Child

- School records or statement
- Landlord or property management statement
- Healthcare provider statement
- Medical records
- Childcare provider records
- Placement agency statement
- Social services records or statement
- Place of worship statement
- Indian tribal official statement
- Employer statement
- Did not rely on any documents, made notes in file
- Did not rely on any documents

Other

You can use screen DD2 (Due Diligence Notes) to document information from the questions you asked.

Overrides

- Eligible for Other Dependents Credit only
- Not Eligible for Child Tax Credit **or** Other Dependents Credit
- Taxpayer has Form 8332 or a substantially similar statement from custodial parent and qualifies for the Child Tax Credit

Clear

Cancel

Save

Disability of Qualifying Child

- Doctor statement
- Other healthcare provider statement
- Social services agency or program statement

5. IF the IRS needs proof of residency what can the taxpayer provide them?

6. Click Save

sunloan TOOLS QUICK CALC VIEW RET

Dependents - Form 1040

Dependent Due Dilligence

Identify the taxpayer's dependents and provide information on childcare expenses, EIC and other dependent-specific issues. Use a different screen for each dependent.

First Name: HARRY Middle Initial: Last Name: Suffix:

SSN: 489 - 55 - 9509

Dependent was born before 2024 but died in 2024

SSN or ITIN was applied for but not yet received

Dependent was born and died in 2024 and no SSN was received

SSN is not valid for work

Clear

Relationship: SON Months in home: Date of birth: 8/15/2010 Age: 14

Childcare Expense Information Form 2441

Some child and dependent care expenses may qualify for a credit, depending on the type of expenses paid, the filing status, and the taxpayer's work status. Expenses paid by the employer that are not reported on a Form W-2 cannot be claimed for the credit.

Qualifying childcare expenses incurred and paid in 2024: \$

Portion of qualifying expenses provided by employer: \$

Include this person on Form 2441 without qualified expenses

Additional Information

Does not qualify for EIC

Over 18, under 24, and a student

Disabled

Dependent lived with taxpayer

Dependent did not live with taxpayer

Other type of dependent

Not a dependent

Not a dependent - taxpayer is HOH qualifier

Not a dependent - taxpayer is QSS qualifier

IP PIN:

Clear

State-Specific Information

Fill out this section only if a state requires additional information to determine whether the child can be claimed as a dependent or whether the child qualifies for certain tax credits. Normally no entry is needed. If none of the codes apply for your state, Do not select the state.

Whose form is this? Taxpayer Spouse Joint

State:

State codes: Any alpha characters must be upper case

Dependent has insurance

State Information

Louisiana NY-EIC NY-272 Pennsylvania

Note: Be sure you fill out the questions on the Due Dilligence tab to be sure maximum credits are applied to the dependents situation.

Cancel Save

6. Back on the Dependent screen Click Save

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Credits Taxes Health Care Other Forms Foreign Miscellaneous

States Gift Tax

Dependents - Form 1040 + Add form

AMANDA - 4654

7. Dependent is listed, add another or continue with return