

Dependent Due Diligence Interview Sheet

For each dependent, ask the taxpayer all questions and document the answers in detail.
EACH DEPENDENT MUST BE ANSWERED ON A SEPARATE SHEET

Dependent Name _____ SSN _____ - _____ - _____

Relationship to Taxpayer _____ What proof of relationship can be provided?
 Birth Certificate Court Record Form 8832 Form 1095 B

Section One: Complete for all dependents.

1. List below where the biological parents of the dependent are (If they are not the taxpayer/spouse on this return you will need to complete their location information and why they are not claiming the child).

Biological Mother Taxpayer on this return Spouse on this return Not on Return: _____
Location

Why is the biological mother not claiming the child? _____

Biological Father Taxpayer on this return Spouse on this return Not on Return: _____
Location

Why is the biological father not claiming the child? _____

2. Can you provide proof the dependent lived with you in the United States for more than half the year?

Yes No **If No**, the taxpayer cannot claim this dependent

3. How many months did the dependent live with you in the United States during the year? _____

4. What documents can the taxpayer provide as proof that the dependent lived with taxpayer? (Must show that dependent's address matches taxpayer's address).

School Records Medical Records Social Service Records Lease 1095B (address must match)

5. Does anyone else qualify to claim this dependent? Yes No

If Yes, under Tie Breaker rules is this dependent a qualifying child of the taxpayer?

Yes No **If No**, the taxpayer cannot claim this dependent

Section Two: Complete for dependent children OVER the age of 18.

1. If your child is over 18, are they a full time student? Yes: School Name: _____ No

If Yes, can documentation be provided to show the dependent was a full time student for at least 5 months?

Yes No **If No**, the taxpayer cannot claim this dependent as a student

If Yes, do the records show dates of attendance?

Yes No **If No**, the taxpayer cannot claim this dependent as a student

2. If your child is over 18, are they a totally and permanently disabled? Yes No

Disability Type: _____

Which of the following records verifying the dependent is totally and permanently disabled does the taxpayer have:

Doctor/Healthcare Provider Statement Social Service Agency Statement

As the tax preparer, do you have any reason to believe that any of the information that was used to determine if the taxpayer is eligible to claim EIC or to compute the amount of the credit is INCORRECT, INCOMPLETE, OR INCONSISTENT?

No **If Yes**, ask additional questions, gather more information, and document responses on the back of this form

Interviewer Signature _____ Date _____

Taxpayer Signature _____ Date _____

Spouse Signature _____ Date _____