

**Click Federal Section**

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- Health Insurance
- State Section

## Income

<b>W-2</b> <i>(Most Common Form)</i> Wages and tax statement	<b>EDIT</b>
<b>Click Deductions</b>	<b>BEGIN</b>
<b>1099-INT, DIV, OID</b> Interest income, dividends, and distributions	<b>BEGIN</b>
<b>1099-R, RRB-1099, RRB-1099-R, SSA-1099</b> Distributions from pensions, annuities, retirement, IRAs, social security, etc.	<b>BEGIN</b>
<b>Form 1099-G Box 1</b> Unemployment Compensation	<b>BEGIN</b>
<b>1099-MISC</b> Miscellaneous income	<b>BEGIN</b>
<b>1099-NEC</b> Nonemployee compensation	<b>BEGIN</b>
<b>Profit or Loss from Business</b> Reported on Schedule C	<b>BEGIN</b>

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RETURN SUMMARY

AGI	<b>\$23,000</b>
Federal	<b>\$6,373</b>



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## Deductions

### Adjustments

Educator expenses, medical savings accounts, student loan interest, etc.

BEGIN

### Standard Deduction

Flat amount based on filer

BEGIN

### Itemized Deduction

Charitable contributions, mortgage interest, property taxes, etc.

BEGIN

### Credits Menu

Child and dependent care credit, education credits, mortgage interest credit, etc.

EDIT

### Compare Deductions

Compare your total deduction amounts

BEGIN

### Cares Act 2020

If taking the standard deduction, you can deduct up to \$300 of Cash Contributions to Charity for 2020.

BEGIN

BACK

CONTINUE

**Click Credits Menu**

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## Credits

**Scroll down**

Recovery Rebate Credit

EDIT

Foreign Tax Credit [Form 1116](#)

BEGIN

Child Care Credit [Form 2441](#)

BEGIN

Education Credits [Form 1098-T](#)

BEGIN

Retirement Savings Credit [Form 8880](#)

BEGIN

Residential Energy Credit [Form 5695](#)

BEGIN

Adoption Credit [Form 8839](#)

BEGIN

Credits for Sick Leave and Family Leave for Certain Self-Employed Individuals [Form 7202](#)

BEGIN

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	BEGIN
Residential Energy Credit <a href="#">Form 5695</a>	BEGIN
Adoption Credit <a href="#">Form 8839</a>	BEGIN
Credits for Sick Leave and Family Leave for Certain Self-Employed Individuals <a href="#">Form 7202</a>	BEGIN
DC First-Time Homebuyer Credit <a href="#">Form 8859</a>	BEGIN
Mortgage Interest Credit <a href="#">Form 8853</a>	BEGIN
Claiming Certain Credits after Disallowance <a href="#">Form 8862</a>	BEGIN
EIC Check-list	EDIT
Credit for the Elderly or Disabled <a href="#">Schedule R</a>	BEGIN
Alternative Motor Vehicle Credit (Hybrid Cars) <a href="#">Form 8910</a>	BEGIN
Qualified Electric Motor Vehicle Credit <a href="#">Form 8936</a>	BEGIN

Click Edit next to EIC Checklist

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### Due Diligence Checklist

**THE IRS REQUIRES THESE DUE DILIGENCE QUESTIONS**

**CONTINUE**

**- THE TAXPAYER HAS ANSWERED THESE QUESTIONS ON THE TAXPAYER INFORMATION SHEET**

**- YOU WILL ENTER THEIR ANSWERS IN THE SOFTWARE**

**\* REVIEW THE NEXT PAGE FOR THE MOST COMMON ANSWERS**

**SCROLL DOWN AND CLICK CONTINUE**

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	02

**Qualifying Information**

Was the taxpayer (or spouse) a nonresident alien?

Yes

No

Is the taxpayer (or spouse) a qualifying child of another person? \*

Yes

No

Did you complete the return based on information for tax year 2020 provided by the taxpayer or reasonably obtained by you? \*

Yes

No

Did you interview the taxpayer, ask adequate questions, and document the taxpayer's responses to determine if the taxpayer is eligible to claim the credit(s) and/or HOH filing status? \*

Yes

No

Did you review adequate information to determine that the taxpayer is eligible to claim the credit(s) and/or HOH filing status? \*

Yes

**DUE DILIGENCE QUESTIONS**  
**\* MOST COMMON ANSWERS**

**Due Diligence Questions**

**No** - Was the taxpayer (or spouse) a nonresident alien for any part of the year? \*

**No** - Is the taxpayer (or spouse) a qualifying child of another person? \*

**Yes** - Did you complete the return based on information for tax year 2020 provided by the taxpayer or reasonably obtained by you? \*

**Yes** - Did you interview the taxpayer, ask adequate questions, and document the taxpayer's responses to determine that the taxpayer is eligible to claim the credit(s) and/or HOH filing status? \*

**Yes** - Did you review adequate information to determine that the taxpayer is eligible to claim the credit(s) and/or HOH filing status and in what amount? \*

**No** - Did any information provided by the taxpayer, a third party, or reasonably known to you in connection with preparing the return appear to be incorrect, incomplete, or inconsistent? \*

**Yes** - Did you satisfy the record retention requirement? \*

**Yes** - Did you ask the taxpayer whether he/she could provide documentation to substantiate eligibility for and the amount of the credit(s) and/or HOH filing status claimed on the return? \*

**Yes** - Did you ask the taxpayer if any credits were disallowed or reduced in a prior year? \*

**No** - Were any of these credits disallowed or reduced in a previous year? \*

**Qualifying Child Questions**

**No** - Is this child currently, or intended to be, a qualifying child on any other individual's tax return? \*

**EIC Questions**

**Yes** - Have you determined that this taxpayer is, in fact, eligible to claim the EIC for the number of children for whom the EIC is claimed? \*

**Yes** - Did you explain to the taxpayer that he/she may not claim the EIC if the taxpayer has not lived with the child for over half the year, even if the taxpayer has supported the child? \*

**Yes** - Did you explain to the taxpayer the rules about claiming the EIC when a child is the qualifying child of more than one person? \*

**Child Tax Credit Questions**

**Yes** - Does the child reside with the taxpayer who is claiming the CTC/ACTC? \*

**Yes** - Did you explain to the taxpayer that he/she may not claim the CTC/ACTC if the taxpayer has not lived with the child for over half of the year, even if the taxpayer has supported the child, unless the child's custodial parent has released a claim to exemption for the child? \*

**Yes** - Did you explain to the taxpayer the rules about claiming the CTC/ACTC/ODC for a child of divorced or separated parents (or parents who live apart), including any requirement to attach a Form 8332 or similar statement to the return? \*

**Head of Household Questions**

**Yes** - Have you determined that the taxpayer was unmarried or considered unmarried on the last day of the tax year and provided more than half of the cost of keeping up a home for the year for a qualifying person? \*

**Yes** - Do you certify that all answers on this Form 8867 are, to the best of your knowledge, true, correct and complete? \*



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## Form 8867 - Due Diligence Checklist

Due Diligence for All Credits Claimed

ANSWERED

Documents Relied On, if any

ADD DOCUMENTS

Due Diligence for EIC

ANSWERED

EIC Due Diligence

**IF THE BOX SAYS CERTIFIED THEN THE DUE DILIGENCE QUESTIONS HAVE BEEN ANSWERED CORRECTLY**

ADD NOTES

Due Diligence

ANSWERED

Due Diligence for American Opportunity Tax Credit

N/A

Credit Eligibility Certification

CERTIFIED

MAKE CHANGES

CONTINUE

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State - MO	\$1,602



## **How To Fill Out Form 8867 – Due Diligence Checklist**

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**The 8867 needs to be completed for every return.**

### **How To Find This Form:**

- Click the “Federal Section” tab in the white box on the left-hand side of the screen.
- Click the white “Deductions” box towards the top of the screen.
- Click on the dark blue “Credits Menu” box in the middle of the screen.
- Scroll down to “EIC Checklist” and select.

### **How To Complete This Form:**

Please complete all the bubbles based on the information provided by the taxpayer during the EIC Due Diligence Interview.