



Due Diligence Organizer

The organizer is needed **before** we are able to start your tax return. Please check the appropriate box and include all necessary details and documentation.

All Taxpayer with Dependents

- Are you Married?
 Yes No
- Have you ever been disallowed the Earned Income Tax Credit, the Additional Child Tax Credit, or the Child Tax Credit?
 Yes No
- If so, when?

- Did you live in the United States all year?
 Yes No
- If you are a single parent, where is the other parents of your child/children?

- What is the name of the other parent(s)

- Why is the other parent not claiming the child?

- Explain why the dependents have a different last name than the taxpayer

- If you are divorced or separated, when did you last live in the same home?

- Who is the residential parent of your child/children?

- How long did the child live in your home during the tax year? (in months)

- How long did your child/children live in the other parent's home during the tax year? (in months)

- How much income did the other parent provide during the tax year?

- Do you have a signed Form 8332 granting the right to claim the child/children from the residential parent?
 Yes No
- Did anyone else live in the home that provides financial support for your child/children?
 Yes No
- If yes, what is their name and how much do they pay?

- Do you have full custody of your child/children?
 Yes No
- Is this your biological dependent?
 Yes No

- How old were you when your oldest child that is listed on your tax return was born?

- If you were under the age of 18, explain circumstances and who/how the child was cared for until the taxpayer was old enough to support and care for their own child?

- Can you or could anyone else be eligible to claim this dependent on their tax return?
_ Yes _ No
- Is your dependent married?
_ Yes _ No
- If you live alone, who babysits while you work? (For children 12 and under)

- Did you receive any type of supplemental, nontaxable income such as child support, welfare benefits, social security, etc?
_ Yes _ No
- If so, how much and what kind?

Not your Biological Child

- If this is not your biological child, what is your relationship to this dependent?

- Did the dependent live in your home for more than 6 months?
_ Yes _ No
- Do you have custody?
_ Yes _ No
- If so, through what court or agency?

- Who are the biological parents?

- Where do the biological parents live?

- What are the circumstances leading to the dependents being placed in your home?

- Do you receive any financial aid for the child/children such as WIC, Medicaid, SNAP? If so, which ones?

- Are you listed as the guardian for the dependent(s) on school records, medical records, daycare records, or place of worship?
_ Yes _ No

College Credits

- Name of the student(s)

- Name of the college attended

- Did all students attend at least half time?
_ Yes _ No
- Are they seeking a degree?
_ Yes _ No
- Did this student receive a tuition statement from the school?
_ Yes _ No
- How much money was spent on other books or materials in relation to college?

- Did the student/students work during school?
_ Yes _ No
- If so, how much did they earn?

- How many tax years have you claimed the American Opportunity Tax Credit?

- Was the student ever convicted with drug related felonies?
_ Yes _ No

Disabled Dependents at Any Age

- If your child is over the age of 18 and disabled, what is the nature of the disability?

- Has the child been declared disabled by a physician?
_ Yes _ No
- If so, can you provide documentation if asked by the IRS?
_ Yes _ No
- Does this dependent receive social security/disability benefits?
_ Yes _ No
- If so, how much do they receive?

- Are you listed as the Social Security Representative payee for this dependent?
_ Yes _ No
- Is this dependent expected to recover in the next year?
_ Yes _ No
- If this is not your biological child, why is this child living with you?

- Where are the biological parents of your disabled dependents?

- Who cares for your disabled dependent while you are away or working?

- Can you, the taxpayer, provide school/medical/daycare/place of worship/birth certificates upon request from the government?
_ Yes _ No

Filing Status

- What filing status do you usually file on your taxes?
_ Single _ Married Filing Joint _ Married filing Separate _ Head of Household
- Are there other people living in the home not reported on the tax return? If so, what are their name and how much do they earn?

- Is/Are these people listed above related to your dependents? What is their relationship to the dependents?

- Why is the above named relative not claiming the dependents on their tax return?

Head of Household

- What is your total monthly income including wages, child support and other nontaxable income?

- How much did you pay in property taxes? (monthly)

- How much did you pay for rent? (monthly)

- How much did you pay in mortgage interest? (monthly)

- How much did you pay for utilities? (monthly)

- How much did you pay for upkeep and repairs? (monthly)

- How much did you pay for renters or property insurance? (monthly)

- How much were your food costs? (monthly)

- How much were your other household expenses? (monthly)

- Were there any of the expenses listed above that you did not pay half of the total cost for?
_ Yes _ No
- If so, which ones?
