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# **Paid Preparer Due Diligence Checklist**

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*(See next page for Organizer)*



**Village Tax &  
Financial**

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# 2019 Paid Preparer Due Diligence Checklist

- Earned Income Credit (EIC)
- American Opportunity Credit (AOC)
- Child Tax Credit (CTC)
- Additional Child Tax Credit (ACTC)
- Credit for Other Dependents (ODC)
- Head of Household (HOH)

|   | <i>EIC</i>   | <i>AOC</i>   | <i>CTC/ACTC/ODC</i>  | <i>HOH</i>   |
|---|--|--|--|--|
| Can you provide documentation, if required, to substantiate your eligibility for each credit and/or HOH filing status and the amount of each credit being claimed? (See below for examples of documentation.) | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> n/a | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> n/a | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> n/a | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> n/a |
| Were any of these credits disallowed or reduced in a prior year?  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> n/a | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> n/a | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> n/a | <input type="checkbox"/> n/a   |
| Is each qualifying person for whom you are claiming the Child Tax Credit, Additional Child Tax Credit, and Credit for Other Dependents a citizen, national, or resident of the United States?                 | <input type="checkbox"/> n/a   | <input type="checkbox"/> n/a   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> n/a | <input type="checkbox"/> n/a   |
| Did all children for whom you are claiming the Child Tax Credit and/or Additional Child Tax Credit reside with you for more than half the year?   | <input type="checkbox"/> n/a   | <input type="checkbox"/> n/a   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> n/a | <input type="checkbox"/> n/a   |
| Is there an active Form 8332, <i>Release/Revocation of Claim to Exemption for Child by Custodial Parent</i> , or a similar statement in place?  | <input type="checkbox"/> n/a   | <input type="checkbox"/> n/a   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> n/a | <input type="checkbox"/> n/a   |
| Did you release the claim for exemption to another person?  | <input type="checkbox"/> n/a   | <input type="checkbox"/> n/a   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> n/a | <input type="checkbox"/> n/a   |
| Have you provided documentation for the American Opportunity Credit, including Form 1098-T and/or receipts for qualified tuition and related expenses?  | <input type="checkbox"/> n/a   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> n/a | <input type="checkbox"/> n/a   | <input type="checkbox"/> n/a   |
| Were you 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?                                 | <input type="checkbox"/> n/a   | <input type="checkbox"/> n/a   | <input type="checkbox"/> n/a   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> n/a |

**Documentation Examples (list not all-inclusive)**

**Residency of a Qualifying Child**

- School records or statement.
- Landlord or a property management statement.
- Health care provider statement.
- Medical records.
- Child care provider records.
- Placement agency statement.
- Social service records or statement.
- Place of worship statement.
- Indian tribal official statement.

**Disability of Qualifying Child**

- Medical doctor's statement.
- Other health care provider's statement.
- Social services agency or program statement.

**Schedule C**

- Business license.
- Forms 1099.
- Records of gross receipts.
- Summary of income.
- Records of expenses.
- Summary of expenses.
- Bank statements to show income and expenses.

Taxpayer

Spouse (if filing jointly)

Date