

# Due Diligence Questionnaire

Name/ID:	Year:
Preparer conducting interview:	Date of interview:
Method of interview (phone, in-person, email):	

Check if not applicable

Check if document requested and relied upon to support claim

Filing status		Taxpayer's response			
1	Are you married?	Yes	No		
2	Are you divorced?	Yes	No		
3	Are you separated?	Yes	No		
4	When will your divorce be final?	Yes	No		
5	Have you lived apart from your spouse for the last 6 months of the year?	Yes	No		
6	Did you maintain more than half of the cost of the home?	Yes	No		
7	Is your spouse deceased?	Yes	No		
8	Other:				
9	Other:				

Qualifying child		Taxpayer's response			
1	What school did your child attend?				
2	Where does your child live?				
3	Does your child live with the other parent?	Yes	No		
4	What does your separation/divorce agreement state regarding who claims the child?				
5	Did the child pay for his/her own support during the year, such as food, rent, etc.?	Yes	No		
6	What is your child's birthdate?				
7	Is your child married and filing joint?	Yes	No		
8	Does the child have a valid SSN or ITIN?	Yes	No		
9	Is the child disabled? If yes, answer "a" through "c".	Yes	No		
	a What type of disability does the child have?				
	b Does the child receive SSI or other disability payments?				
	c Do you have a letter from the child's doctor/healthcare provider stating that the child is permanently and totally disabled?	Yes	No		
10	Other:				
11	Other:				

Relationship test		Taxpayer's response			
1	If other than the taxpayer's son or daughter, does the child's biological parents live with the child? If no, where are the biological parents?				

If taxpayer has more than one child, enter additional information here:

Check if not applicable

Check if document requested and relied upon to support claim

<b>Form 1098-T</b>		<b>Taxpayer's response</b>			
1	Has the student ever been convicted of a felony for the possession or distribution of a controlled substance (drugs)?	Yes	No		
2	Has the student completed the first 4 years of postsecondary education (a grad student)?	Yes	No		
3	Was the student enrolled at least half time for at least one academic period?	Yes	No		
4	How many years have you claimed the American opportunity tax credit?				
5	Did you pay additional amounts for books?	Yes	No		
6	Are there any other fees not on Form 1098-T?	Yes	No		
7	How many months was the student in school?				
8	Does the student have earned income?	Yes	No		
9	Other:				
10	Other:				

<b>Business income</b>		<b>Taxpayer's response</b>			
1	How long have you owned your business?				
2	Do you have any documentation to substantiate your business?	Yes	No		
3	Who maintains the business records for your business?				
4	Do you have separate bank accounts for personal and business transactions?	Yes	No		
5	Have you been issued a 1099-MISC to support the income?	Yes	No		
6	Do you have evidence of any exemption?	Yes	No		
7	Other:				
8	Other:				

ADDITIONAL COMMENTS: