

# Due Diligence Questionnaire

Name/ID:				Year:		
<b>Filing status</b>				<b>Taxpayer's response</b>		
1	Are you married?			Yes	No	NA
2	Are you separated?			Yes	No	NA
3	When will your divorce be final?					
4	Have you lived apart from your spouse for the last 6 months of the year?			Yes	No	NA
5	Did you maintain more than half of the cost of the home?			Yes	No	NA
<b>Qualifying child</b>				<b>Taxpayer's response</b>		
2	Where does your child live?					
3	Does your child live with the other parent? If yes, for how many days in year?					
4	What does your separation/divorce agreement state regarding who claims the child?			Yes	No	NA
5	Did the child pay for their own support during the year, such as food, rent, etc.?			Yes	No	NA
6	What school did your child attend?					
9	Is the child disabled? If yes, answer "a" through "c".			Yes	No	NA
	a	What type of disability does the child have?				
	b	Does the child receive SSI or other disability payments?				
<b>Earned Income</b>				<b>Taxpayer's response</b>		
10	Did you support your child? From what income sources?		Yes	No		
11	List non taxable support or income: *Such as child support, county assistance, food support, housing assistance					
<b>Relationship test</b>				<b>Taxpayer's response</b>		
1	Do the child's biological parents live with the child? If no, where are the biological parents?		Yes	No		
2	How is the child related to you:					
<b>Form 1098-T</b>				<b>Taxpayer's response</b>		
Has the student ever been convicted of a felony for the possession or distribution of a controlled substance (drugs)?				Yes	No	NA
Has the student completed the first 4 years of postsecondary education (a grad student)?				Yes	No	NA
How many years have you claimed the American opportunity tax credit?						
Did you pay additional amounts for books?		Yes	No			
Are there any other fees not on Form 1098-T?		Yes	No			
Does the student have earned income? (wages)				Yes	No	NA
<b>Business income</b>				<b>Taxpayer's response</b>		
How long have you owned your business?						
Do you have any documentation to substantiate your business?						
Who maintains the business records for your business?						
Do you have separate bank accounts for personal and business transactions?						
Can you provide proof of income and expenses? *Such as accounting records, bank statements, etc?				Yes	No	NA

