

Due Diligence Interview Question

Last Name _____

Last 4 SSN _____

MARRIAGE TEST

1. Taxpayer marital status
 Single Divorced or legally separated Married but not living apart from spouse last 6 months of the year

QUALIFYING PERSON TEST

Relationship

2. Are any of taxpayer's dependents **NOT** their child (i.e. brother, sister, niece, nephew, step-child or in-law)
 Yes No

If yes, what documents can taxpayer provide to show proof of relationship?

- Birth certificate Marriage Certificate Authorized placement documents Other _____

Residency

3. What documents can taxpayer show to prove the dependents lived with them for more than 6 months?
 School Daycare Medical Records Social Service Documents Other
 A letter on the official letterhead from school, medical provider, social service agency, or place of worship

Support

4. What documents can taxpayer provide to show they provide more than ½ support of the household.
 Rent receipts utility bills property tax bills mortgage interest statement Other
5. Does anyone else live in the home AND contribute to household expenses? Yes No
6. Check any social service benefits taxpayer receives?
 HUD/Section 8 Food Stamps/EBT/WIC Medicaid
 Social Security Child Support Other _____

SUPPLEMENTAL QUESTIONS

7. Where is (are) dependents mother? _____
8. Where is (are) dependents father? _____
9. If taxpayer has alternative dependents, when did dependent begin living with taxpayer? _____
10. Did you claim this (these) dependents last tax season? Yes No

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