

EIC QUESTIONNAIRE—Client Name _____

The IRS continues to intensify its efforts to verify Earned Income Tax Credit claims and is holding tax preparers responsible for exercising "DUE DILIGENCE" in preparing such returns. Failure to make sufficient inquiries subjects a tax preparer to a \$500 fine for each tax return. Therefore, we will need the following information from you in order to claim an earned income credit.

CHILDREN:

Did the child(ren) live with you for the entire year? If not, please explain _____

Could anyone other than yourself claim the child(ren) as dependent(s)? _____ Who? _____

Did any other adult live in the same household as the child(ren) during the year? _____ Who? _____

What school(s) did the child(ren) attend? _____

Do you have school, daycare &/or medical records for each child as evidence of attendance from your address? _____

IS YOUR INCOME SUFFICIENT TO SUPPORT YOURSELF & FAMILY?

	Monthly	Annually
Income		
Rent or Mortgage Payment		
Groceries & Outside Meals		
Utilities		
Recreation		
Insurance		
Child care		
Auto payments		
Gasoline & auto service		
Medical expenses		
Taxes		
Alimony		
Contributions		
Other		

IF YOU HAVE A BUSINESS:

How long have you been in business? _____ years

What evidence do you have to support your business?

___ Business cards ___ Business stationery ___ Receipts, receipt books, ___ Business license(s)

Do you have a separate business bank account? ___ If not, how do you track business activity? _____

Have you filed any sales tax returns, payroll tax returns? _____

Indicate which of the following you have:

___ Accounting records ___ Paid invoices/receipts ___ Log books ___ Computer records ___ Mileage log

___ Car/truck expenses ___ Ledgers ___ Business bank statements

Did you file 1099's for subcontractors? _____

Signature _____

Date _____