

## EARNED INCOME CREDIT ADDITIONAL DOCUMENTATION

Complete the following questions, as applicable.

1. If the dependent is **not** your natural child, enter documents available to prove relationship ( credentials could include birth certificates, adoption records, foster care papers or marriage certificates as necessary). Additionally, explain why the parents cannot claim this dependent.

---

---

2. If the dependent is a student between the ages of 19 and 24, enter documents available to prove the dependent was enrolled full-time at a school for at least five months of the tax year.

---

---

3. If the dependent is disabled, list the documents from authorized medical/government sources proving disability.

---

---

4. List documents available showing the child/children lived with the taxpayer for more than six months. (documents include school records, medical records, rent/lease contracts, or letters from a professional)

---

---

5. In cases where there is a seemingly unreasonable age difference between the taxpayer and the dependent, explain.

---

---

6. If the **taxpayer** is under age 19, explain how he or she is not a qualifying child of another person.

---

---

The information supplied by the taxpayer and their answers to additional inquiries appears to be correct, consistent, complete and reasonable.

Tax Preparer's signature \_\_\_\_\_ Date \_\_\_\_\_

# INTERVIEW SHEET

TAXPAYER INFORMATION

Rev. 11/2010

<b>SOCIAL SECURITY #</b>	<b>1. Filing Status</b> Single   MFJ   MFS   HOH   Widow (er)	<b>Date Of Birth (DOB)</b>	
<b>Number of Exemptions</b> <small>(Taxpayer=1, Spouse=1, each Dependent=1)</small>	<b>Can you be claimed as a dependent on another person's tax return?</b> Yes    NO		
<b>FIRST NAME</b>	<b>LAST NAME</b>		<b>OCCUPATION</b>
<b>Mailing Address</b> Rent      Own	<b>HOME PHONE #</b>	<b>CELL PHONE #</b>	<b>WORK #</b>
<b>CITY/STATE/ZIP</b>	<b>Are you or a member of your household in the military?</b> Yes    NO		
<b>Refund Options</b> – fees deducted from refund check RAL    Refund Check in 2 weeks    DIRECT DEPOSIT RAL    RT                                      RT with Direct Deposit		<b>Alternative Refund Option</b> – payment in advance required DIRECT DEPOSIT    Refund Check by Mail Direct Deposit                      Elec file for a Paper Check or Mail-in	

**SPOUSE INFORMATION** If filing a MFJ or MFS, or Qualifying Widower, you must complete the following:

<b>SPOUSE'S NAME</b>	<b>SOCIAL SECURITY NUMBER</b>	<b>OCCUPATION</b>
<b>SPOUSE'S ADDRESS</b>	<b>DATE OF BIRTH</b>	<b>DATE OF DEATH</b>

<b># Of W-2 forms from different employers</b> _____
Yes    NO    You have other sources of income (1099's, etc)
Yes    NO    You have deductions to itemize
Yes    NO    You paid child care for a dependent

Yes    NO    You paid college expenses for you or your dependent
Yes    NO    I have supplied information about all of my sources of income.

**Complete ONLY if you are filing Head of House** The IRS could require additional information/documentation if you are divorced, legally separated; or married and did not reside with your spouse the last 6 months of the year to determine if you qualify for the head of household filing status.

1. Marital Status:
 

Never married	Divorced
Spouse deceased	Married but lived apart from spouse during the last 6 months of the year.
2. If you are divorced or legally separated, can you provide the IRS with any of the following documents?
  - Divorce decree
  - Separate maintenance agreement or separation agreement?
3. If you are married but did not reside with your spouse for the last 6 months of the tax year, can you provide the IRS with any of the supporting documents verifying that your spouse did not live with you?
 

Lease agreement	Letter from a clergy member
Utility bills	Letter from social services
Other supporting documentation	
If so, what type of documentation? _____	
4. Can you provide the IRS with receipts and bills substantiating that you paid more than half the cost of maintaining the home? Documentation that the IRS requires to substantiate the cost of maintaining the home includes:
 

Utility bills	Rent receipts or mortgage interest statement
Property tax bills	Maintenance and repair bills
Grocery receipts	Other household bills
5. Did you receive any non-taxable support/income?
 

Family support	Child care assistance
Food Stamps	Child Support
Housing Assistance	Other _____
6. Does any other person living with you in your home earn an income?      Yes    NO  
If YES, list who they are and how much they earn a year:

DEPENDENT INFORMATION Complete for each dependent.

FIRST NAME	LAST NAME	SOCIAL SECURITY NUMBER	BIRTHDATE	RELATIONSHIP	# OF MONTHS LIVED WITH TAXPAYER	AGE OF CHILD	PAID CHILD CARE FOR

Can you provide any of the following documentation to prove that your child lived with you for more than half of the year? More than one type of documentation may be required by the IRS.

School Records  
Medical Records

Social service records  
Day Care Records

Letter (This letter must be on official letterhead from one of the following: school, medical provider, social service agency, place of worship, or other acceptable entity. The letter must include the name of the child, name of the child's parent or guardian, child's address and dates during the year child lived with taxpayer)

During 2010, where was the dependent's mother? \_\_\_\_\_

During 2010, how many months did this dependent live with this parent? \_\_\_\_\_

During 2010, where was the dependent's father? \_\_\_\_\_

During 2010, how many months did this dependent live with this parent? \_\_\_\_\_

If the child has a different last name than the taxpayer, explain \_\_\_\_\_

If the dependent is not your natural child, answer the relative questions for

1. Brother, sister, niece, nephew, or grandchild  
Can you provide birth certificates that verify your relationship to the child? Yes No
2. Step-children or descendent of them, or Step-grandchildren  
Can you provide birth certificates & marriage certificates verifying that relationship to the child? Yes No
3. Adopted Children
  - a. Is the adoption final or pending? Final Pending
  - b. If pending, do you have a letter from an authorized adoption agency? Yes No
4. Foster Children  
Do you have a letter from the authorized placement agency or other court documents? Yes No

If the child is under age 14, who watched the child while the taxpayer was at work? \_\_\_\_\_

For tax years beginning after December 31, 2008, a taxpayer other than the parents of a qualifying child can claim the child, but only if the adjusted gross income (AGI) of the taxpayer is higher than the AGI of any parent of the child. If you are **not** a parent of the qualifying child, is your AGI higher than any parent of the child?

Dependent's Mother Yes No      Dependent's Father Yes No

Child who is a student over age 18

What School does the child attend? \_\_\_\_\_

Can you provide documentation showing that the child was a full-time student for at least 5 months? The school records need to show the dates of attendance. The months do not need to be consecutive. Yes No

Child with a permanent and total disability

How long has the child been disabled? \_\_\_\_\_ What is the disability? \_\_\_\_\_

Can the child perform any gainful employment or work? Yes No

Do you have a letter from the child's doctor, other healthcare provider or any social service program or agency verifying that the child is permanently and totally disabled? Yes No

Does the child receive SSI or other disability payment? Yes No If Yes, how much per month? \_\_\_\_\_

Signature of taxpayer

Signature of Preparer

Date

For preparer to answer

Does the income appear to be sufficient to support the taxpayer and qualifying children? Yes No

Does the information appear complete, consistent, correct and reasonable? Yes No