

EITC/CTC/AOTC/HEAD OF HOUSEHOLD STATUS INTERVIEW

NOTE: Earned Income Credit cannot be claimed for a child who did not live with you at least six months during the tax year. The same is true for Child Tax Credits unless the custodial parent has released a "claim to exemption" for the child.

Name of person providing information _____ Date _____

General Questions (to be answered by ALL clients)

1. Have you ever been denied Earned Income Credit, Child Tax Credit, or Education Credit **or** has any of these credits been reduced by the IRS in prior years? YES _____ NO _____
2. Did any child on your return **NOT** live in the same house with you during the year? YES _____ NO _____ (if no skip question 3)
If YES, do you have form 8332 signed by the child's custodial parent giving you permission to claim that child. YES _____ NO _____
3. Is any dependent permanently disabled? YES _____ NO _____
If YES, do you have or can you get a statement from doctor verifying disability? YES _____ NO _____
Does your disabled dependent receive SSI or other disability payment? YES _____ NO _____

Qualifying Child (must be answered by ALL clients)

1. Is the information you provided in the "Dependents" section of the Client Information Sheet" true, complete, and accurate (including name, Social Security number, relationship to you, and number of months that the child lived with you during the year? YES _____ NO _____
2. Does anyone else live with any child that could claim them as a dependent? YES _____ NO _____
If YES what is the relationship of the child to the other person? _____
Why aren't they claiming the child? _____

Head of Household (To be answered only if you are filing Head of Household filing status)

1. Have you ever been married? YES _____ NO _____ (if NO skip questions 2&3)
2. If yes to question 1, is your spouse deceased Yes _____ NO _____
3. If yes to question 1, are you divorced? YES _____ NO _____ (if No skip question 4)
4. If you are divorced, can you provide a copy of your divorce decree if requested? YES _____ NO _____
5. Are you married but living apart from your spouse (separated)? YES _____ NO _____
If YES, what was the date of your separation _____
IF YES, have you lived together any since the above separation date? YES _____ NO _____
If YES, please provide the dates you were back living together, if during this tax year. _____
6. Have you lived apart from your spouse for the last six months of the tax year? YES _____ NO _____
If YES, What documents can you provide to verify that you lived apart from your spouse (examples lease agreement, utility bills, etc) _____
7. Did you pay more than half the cost of maintaining your home for you and your dependents this tax year? YES _____ NO _____
What documents can you provide, if requested, to verify that you paid more than half the cost of maintaining your home (examples utility bills, grocery receipts, property tax bills, rent receipts)? _____

Full time students OVER 18 (child or tax payer)

- 1. Are you a full time student? YES _____ NO _____
- 2. Is any dependent (whom you claim) a full time student over age 18? YES _____ NO _____
- 3. What school attended? _____ How many months in school during tax year? _____
- 4. Can you provide documents such as school records, receipts, tuition statements to verify student status and amount paid for school expenses? YES _____ NO _____

If Child's Relationship to you is OTHER than son or daughter

- 1. Do the child's biological parent/parents live with the child? YES _____ NO _____

If **NO**, where are the biological parents?

Father _____

Mother _____

If **YES**, why are they not claiming the child? _____

Other questions asked and answers provided

Please carefully read and initial each of the following questions

_____ I have been provided an explanation of, and understand, the IRS tie breaker rules, posted in office, addressing claiming the EITC when a child is the qualifying child of more than one person.

_____ I understand that I cannot claim EITC for any child that did not live with me for over half of the tax year, regardless of whether I supported the child or not. I understand that if my child did not sleep, eat, and breathe in my house for at least six months during the tax year, I cannot claim EITC for that child.

_____ I certify that I have not released the exemption (claiming right) of any child on my return to another person, through form 8332, or by any other means.

_____ All statements and information on my Client Information Sheet, as well as this Credit/HOH Questionnaire are true and accurate. I can provide documents to prove the relationship, residency, and support of all qualifying children I am claiming for any tax credits and/or Head of Household Status, as well as income and expenses used for the credits, if requested by IRS or Janet Tart's office.

_____ All children that I am claiming are citizens, naturals, or residents of the United States and lived with me over six months during the tax year. I can provide documents to prove this, if requested.

_____ If any child on my return is not my son or daughter, I can provide documents to prove their relationship to me as noted on the Client Information Sheet.

I certify that all answers that I have provided on this interview sheet are true and that I have documentations to support all information provided by me. Janet Tart's office has made me aware that there are penalties and consequences for fraudulently claiming IRS tax credits.

Signature _____

Date _____

Interviewer _____ Date _____