

Zuni Tax Services Questionnaire

Taxpayer(s) _____

Tax Year _____

Help us help you – Qualify for EITC

Please fill out if you are claiming dependents and you think you might qualify for the Earned Income Tax Credit, the Additional Child Tax Credit & the American Opportunity Tax Credit (college expenses)

Please Note: If you qualify for the Earned Income Tax Credit, the Additional Child Tax Credit or the American Opportunity Credit, IRS will not process your refund until February 15, 2017. This will delay your refund.

The Earned Income Tax Credit is a very valuable tax credit available for families and low income households. IRS is targeting these tax returns for examination, and this work is necessary so that we can insure IRS that due diligence requirements are being followed.

Not only do tax preparers face a \$500 penalty *per return*, but IRS can also penalize us up to \$5,000 for negligence or intentional disregard of the rules and regulations when preparing EITC returns in accordance with Internal Revenue Code Sec 6694. Additionally, sanctions may be imposed on tax professionals including:

- Suspension of the preparer from participation in IRS eFile and preparer registration
- Injunctions barring the preparer from preparing tax returns
- Referral for criminal investigation
- Disciplinary action by the IRS Office of Professional Responsibility

Please forgive us if we seem noseey

As much as we value our relationship with you, we value our relationship with the authorities who may take from us our right to be in the business of preparing tax returns.

To Claim EITC with a Qualifying Child, the child must pass all the following tests:

Relationship

- A son or daughter (including an adopted child or child placed for adoption)
- Stepchild
- Foster child placed by an authorized placement agency or court
- Brother, sister, half brother, half sister, stepbrother, stepsister or a descendent of any of them

Age, at the end of the filing year, the child was:

- Younger than the taxpayer (or taxpayer's spouse if married filing jointly) and
 - Younger than 19,
 - Or younger than 24 and a full-time student
- Any age if permanently and totally disabled

Residency

- Child must live with the taxpayer, or the taxpayer's spouse if filing a joint return, in the United States for more than half of the year.

Joint Return

- The child cannot have filed a joint return, unless the child and the child's spouse did not have a filing requirement and filed only to claim a refund.

Preparers must understand who is a Qualifying Child. For EITC, the qualifying Child does not need to meet the support test under the Uniform Definition of a Child.

Only one person can claim the same qualifying child for EITC and other tax benefits. If more than one person claims the child, the IRS applies the tiebreaker rules.

Tie-Breaker Rules

If a child *is claimed* as a qualifying child by two or more taxpayers in a given year, the child will be qualifying child of:

- the parent
- if more than one taxpayer is the child's parent
 - ✓ whoever the child lived with the longest, or
 - ✓ if the time was equal, the parent with the highest AGI
 - ✓ Please note on 2013 Pub 596, Pg 13, Example 11, if the parents are not married, they can choose who can claim for EIC purposes regardless of earnings.
- if no taxpayer is the child's parent, the taxpayer with the highest AGI.
- anyone who can claim the qualifying child who has the higher AGI than the parent.

*****Questions on Living Arrangements*** *Child refers to your qualifying child(ren)***

1. Who lives in the household (Name) and relationship? _____

2. Who else did the child live with during the year? _____
3. Where did you and the child live? Physical address? _____
4. Did the ___ mother / ___ father of the children live with during the year? _____
5. Do other residents in the household earn more income than you? _____
6. What months did you and the Qualifying Child live together during the year? _____

*****Relationship to Child(ren)**

1. What is your relationship to these children? _____
2. Were you ever married to the ___ mother / ___ father? _____
3. Why is the child's name different than yours? _____
4. When did the other parent move in? _____ Move out? _____
5. If you are not the parent, do you have custody / guardianship? _____
6. If you are not the biological parent(s), where are they? _____
7. How long did the children live with you? _____
8. Do you have daycare expenses? _____
9. Who takes care of the child(ren) while you work? _____
10. What school does the child(ren) attend? _____
11. Does the school list your address as the child's address? _____
12. Do you have the child's birth certificate / Soc Sec card / Other? _____
13. Are you old enough to be the parent of the child(ren)? _____
14. Age of taxpayer? _____ Age of Qualifying Child(ren)? _____
15. Does child(ren) provide more than half of his own support? _____
16. Are you under age 18? ___ Yes ___ No Are you under age 24 and still in school? ___ Yes ___ No _____
17. Unless disabled, the child should be younger than taxpayer. Age difference? _____
18. If claiming an adult who is disabled, please describe the disability _____
 - a. How long is the disability expected to last? _____
 - b. Has a doctor documented the disability? Do you have or can you obtain the documentation? _____
 - c. What is the disabled person's income? _____
 - d. Is Qualifying child receiving SSI / in process / or denied? _____

*****Marital Status Inquiry for the Divorced and Separated**

1. Are you still married. _____
2. When did you separate from the spouse? _____
3. When was the divorce/separation final? Please provide Year / Month _____
4. Did you move to separate homes. If so, when? _____
5. What months during the year did your child live with you? _____
6. Do you pay more than half of the rent, utilities, food, etc. for household where you and your Qualifying Child live?
(a) All ___ (b) Rent ___ (c) Utilities ___ (d) Food ___ (e) Car ___
7. Review Form 886-H-HOH which outlines documentation required to prove HH filing status. _____

*****Qualifying Child is Different This Year**

8. Have you recently divorced? _____
9. Where did the child live last year? _____
10. What is your relationship with the prior caretaker of the children? _____

*****Insufficient Income ~ How Do You Support Your Children?**

1. Who else contributes to the household expenses? _____
2. Other sources that may have been used to pay household expenses: _____
 - a. Credit cards used for support. Name of credit cards used: _____
 - b. Family members provide support. Names of family members: _____
 - c. Child support. Records that can prove child support: _____
 - d. Insurance settlement. Type of settlement: _____

*****Self-Employment Inquiries**

1. Briefly describe your business: _____
2. Does your work require a license? Describe: _____
3. How much do you charge for your services? _____
4. What records support your income? ____Receipts ____Deposits ____Invoices ____Log ____Ledger
5. How many customers do you have OR children that you babysit? what are their names? _____
6. Who provides the supplies used in your work? _____
7. What tools are necessary for your work? _____
8. Did you receive any 1099s from your customers? _____
9. Do you have City / County / State business licenses? _____
10. Do you file sales tax returns? _____
11. Without receipts and record, a logical recreation will be necessary. _____
12. By law you are required to keep adequate records. What records will prove your income and expenses? _____
13. Circle One: Quickbooks Excel Bank Records Ledgers Log Invoices Receipts
14. Do you drive to multiple locations in a day? _____
15. Do you have a mileage log to prove your business miles? _____

Preparer Remarks

Preparer Signature: _____

Date _____ Info Obtained from _____

Documentation:	Identity Documents	Residency Documents
Social Security Cards	_____	_____
Driver's License / ID	_____	_____
Birth Certificates	_____	_____
Tribal Membership / CIB	_____	_____
Exemption Forms	_____	_____
Medicaid / Medicare / Health Insurance	_____	_____
Hospital Records	_____	_____
School Records	_____	_____
Other: _____	_____	_____