

# Due Diligence Form for Claiming Dependents and/or Filing as Head of Household

**(NOTE – Do NOT list Spouse as a dependent for this form)**

Name of Dependent \_\_\_\_\_ Birthdate \_\_\_\_\_ Relationship \_\_\_\_\_

Name of Dependent \_\_\_\_\_ Birthdate \_\_\_\_\_ Relationship \_\_\_\_\_

Name of Dependent \_\_\_\_\_ Birthdate \_\_\_\_\_ Relationship \_\_\_\_\_

*(If completing for more than one dependent and the answers are not the same, complete a separate checklist for each dependent.)*

Did you provide more than half the cost of keeping up the home where the dependent lived in 2022? Yes No

On Dec 31, 2022, were you (the taxpayer) married? Yes No

If yes, did you live with your spouse at any time Jul – Dec 2022? Yes No

Can anyone else (other than married-filing-joint spouse) claim your dependent? Yes No

If yes, who? \_\_\_\_\_

Is your dependent a US Citizen or a US Resident? Yes No

Did/will the dependent file their own 2022 tax return? Yes No

If yes, did/will they claim themselves? Yes No

Did the dependent live with you for more than half the year in 2022? Yes No

*(Being temporarily away at college is considered living with you)*

If yes, did you allow someone else to claim the child by signing Form 8332? Yes No

If the dependent did NOT live with you at least 6 months of the year, please provide a copy of IRS Form 8332, signed by the custodial parent.

Have you ever been denied EIC? Yes No If yes, what year? \_\_\_\_\_

If documentation is requested by taxing authorities, which of the following records can you provide as evidence that your dependent(s) lived with you?

Medical Records

Employer Records

School Records

Other Records (please describe) \_\_\_\_\_

Day Care Records

Taxpayer Signature and Date \_\_\_\_\_ Spouse Signature and Date \_\_\_\_\_