

# Due Diligence Questionnaire

## General Questions

How many people live with you?      How many: Adults \_\_\_\_\_ Children \_\_\_\_\_      How many work? \_\_\_\_\_

List Relationships:

Does anyone above make more than you? Yes  No       How Much? \$ \_\_\_\_\_      Are expenses shared? (groceries, rent, insurance, etc.) Yes  No

## If AGI is less than \$ 15,000

How are you paying for rent, utilities, food, etc?

Are you getting assistance from:

The County       State       Other       How Much? \$ \_\_\_\_\_

Does anyone give you funds to live on? Yes  No

Who?      How Much? \$ \_\_\_\_\_

## If you live with your parents...

Who pays:

Rent:      Me       Parents       Other       How Much? \$ \_\_\_\_\_

Insurance:      Me       Parents       Other       How Much? \$ \_\_\_\_\_

Medical:      Me       Parents       Other       How Much? \$ \_\_\_\_\_

Entertainment:      Me       Parents       Other       How Much? \$ \_\_\_\_\_

Utilities / Food:      Me       Parents       Other       How Much? \$ \_\_\_\_\_

## Single Parent

Does other parent make enough to support child? Yes  No       How Much? \$ \_\_\_\_\_

Where is the child's other parent?

Why isn't other parent claiming child?

How often does child stay with parent?

What school does child attend?

Year Round? Yes  No

Who:

Carries health insurance?      Me       Other Parent       Other       How Much? \$ \_\_\_\_\_

Pays other medical expenses?      Me       Other Parent       Other       How Much? \$ \_\_\_\_\_

Pays for activities & essentials?      Me       Other Parent       Other       How Much? \$ \_\_\_\_\_  
(clothes, lunch, sports, etc.)

Watches children while at work?      Me       Other Parent       Other       How Much? \$ \_\_\_\_\_

Pays for day care?      Me       Other Parent       Other       How Much? \$ \_\_\_\_\_

## Working parent with no child care expenses...

Does a family member watch child?

Yes  No

Do they live with you?

Yes  No

Do they file a tax return?

Yes  No

## If male and claiming a young child as a dependent...

Where is the child's mother?

Who watches child while you are at work?

Does mother make more the you?

Yes  No

Why is she not claiming the child?

Why didn't you report day care expenses?

How Much? \$ \_\_\_\_\_

If family member cares for child, do they live with you?

Do they file a tax return?

Can / does someone claim caregiver as a dependent?

Yes  No

Yes  No

Yes  No

**If your child is in college:**

What school?

How long?

**Who Pays:**

Room & Board? Me  Other Parent  Other

Tuition? Me  Other Parent  Other

Entertainment? Me  Other Parent  Other

Cell phone? Me  Other Parent  Other

Internet? Me  Other Parent  Other

If someone helped you pay for student costs, why didn't they claim student?

How Much?  
\$ \_\_\_\_\_

How Much?  
\$ \_\_\_\_\_

How Much?  
\$ \_\_\_\_\_

How Much?  
\$ \_\_\_\_\_

How Much?  
\$ \_\_\_\_\_

How Much?  
\$ \_\_\_\_\_

Do you have proof child attended?

Yes  No

Does student live at home?

Yes  No

Where does the other payee live?

**Are you less than 15 years older than your son / daughter:** Yes  No

**Is this child really your child?** Yes  No

**Did you adopt the child?** Yes  No

**Do you have legal proof of the adoption?** Yes  No

**Are they really your sibling, not your child?** Yes  No

**Why aren't the child's parents claiming them?**

**Where do they live?**

**Why are they not filing their own return?**

**Can someone else claim the child?** Yes  No  **Who?**

**You listed a child with the same last name as the above adult, what is their relationship to each other?**

**Non-Standard Dependents** (Grandchild, niece, nephew, stepchild, foster child, etc.):

Other adults in your home who are related to the child:

Why aren't the child's parents claiming the child?

Where are the parents?

How long have you had the child?

Did the parent work and / or collect unemployment? Yes  No

How Much?  
\$ \_\_\_\_\_

Did parents send any funds to help care for the child? Yes  No

Do you receive any support for the child? Yes  No

How did you end up caring for this child?

When? / /

**Do you have:** Court documentation of custody? Yes  No

Documents proving relationship to this child? Yes  No

**Adult Dependents**

Who is this person?

Where do they live?

Are they disabled? Yes  No

Why are they not filing their own return?

Can someone else claim them? Yes  No

You listed a child with the same last name as this adult, what is their relationship?

By signing below, I hereby certify the information given above is true and accurate to the best of my knowledge.

Client Signature \_\_\_\_\_ Date: \_\_\_\_\_