



127 W Main St. PO Box 5
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Children on Your Return

As paid preparers of federal income tax returns or claims involving the earned income credit (EIC), child tax credit (CTC)/additional child tax credit (ACTC), credit for other dependents (ODC), American opportunity tax credit (AOTC), and/or head of household (HOH) filing status, we must meet due diligence requirements in determining that you qualify for these credits and your correct filing status.

For Earned Income Credit, the following must apply:

- **The child must be biologically related to you.**
- **If married and separated, you must not have lived together any day after June 30, 2019 and for head of household, you must have provided more than half of the household expenses and your child must have placement with you. You should have the larger adjusted gross income in the household unless you can prove you paid more than ½ of the housing expenses.**
- **If there is a joint custody arrangement, the child must have slept at your home more than ½ of the year. Or 183 days or more.**

For Child Tax Credit

- **If you are the custodial parent, then the choice to take the child tax credit is yours, unless there is a different agreement in custody or divorce decrees. If the absent parent is to take the child for child tax credit, then we must have Form 8332 Release of Claim of Exemption to attach to the return.**

The penalties for putting a child on your return that does not qualify for these credits is huge. You are risking losing your earned credit and child tax credits for 10 years. We are also charged a \$530.00 preparer penalty for each return that the credits that are determined to be fraud.



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If we do not have birth certificates and social security cards on file, please bring them in. We no longer have the proof of insurance cards to verify your children's residence.

Please fill in the children's information on reverse side.

Child's Name	Date of Birth	SS #	Lives with
	School		You?
Attended			

Children's Pediatrician: _____]

Have any of these credits been disallowed in the past? _____

If so, What years _____

For Head of Household, in case of an audit, can you provide documentation that you were you were the primary person that has paid more than 50% of your household? As in receipts that you personally paid. Example- Mortgage, Rent, Heat, Electric, etc. _____



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Does any other adult live in your home that pays any portion of the household expenses? _____

If so, is their income higher than yours? _____

I have reviewed the above requirements for my children's exemptions, credits, and filing status and certify that the answers are correct.

Signature _____