

Preparer Interview Sheet
(To be filled out by Tax Preparer)

1. Did you get your taxes prepared here last year? YES NO
2. Have your address, phone number, jobs, or last name changed since last year? YES NO
3. Do you have (Select All That Apply) W2 wages Self-Employed Wages Both
4. Did you have childcare or dependent care during the tax year? YES NO
If yes, who was your provider? _____
5. Did you receive Social Security Payments? YES NO
6. Did you receive unemployment any time during the tax year? YES NO
7. Did you make any withdrawals, transfers, conversions, or rollovers with any retirement plans? YES NO
8. Were you, your spouse, or dependents enrolled in any college during the tax year? YES NO
9. Did you purchase or sell a home, or do you own a home? YES NO
10. Did anyone listed on your return have health insurance coverage through the marketplace? YES NO
11. Did you receive, sell, exchange, or otherwise dispose of any financial interest in any virtual currency? YES NO
12. Did you sell any stocks, mutual funds, bonds, etc. that were held OUTSIDE of an IRA account? YES NO
13. Did you receive rental income and/or purchase or sell a rental property (Schedule E) last year? YES NO
14. Did you receive any 1099-MISC or 1099-NEC forms for work performed or third party? (Paypal, Square or etc.) YES NO
15. Were you paid out through any third-party platforms? (FB, IG, Tik Tok, Esty, Amazon or etc) YES NO
16. Did you contribute to any retirement plans last year? _____

DUE DILIGENCE ADDITIONAL QUESTIONING FOR EITC AND CHILD TAX CREDIT

1. Did the dependent(s) live with you (taxpayer) for over 6 months in tax year? YES NO
2. Is the dependent(s) that you are claiming your son, daughter, stepchild, foster child, brother, sister, stepbrother, stepsister, or a descendent of any of those? YES NO
3. Is the dependent(s) that you are claiming for EITC purposes younger than you (taxpayer)? YES NO
4. Did anyone else live with you other than your dependent(s) in tax year? YES NO
If yes, explain: _____

5. Did you (taxpayer) provide more than 50% of income to take care of your dependent(s) in tax year? YES NO
6. Are your dependent(s) totally disabled in tax year? _____
 - a. Has a doctor determined your dependent is totally disabled? _____
7. Are you the parent of your dependent(s)? YES NO
If no, why is the parent(s) not claiming the dependent(s)? _____

8. Did the child pay for his/her own support during the tax year, such as food, rent, etc.? YES NO

DUE DILIGENCE ADDITIONAL QUESTIONING FOR AOTC

1. How many years have you/spouse/dependent claimed the AOTC (College Credit 8863)?

2. Have you been convicted of a felony? YES NO

3. Did you pay out of pocket expenses for any of your tuition and required books and etc.?

4. Was the student enrolled at least half time for at least one academic period? YES NO

DUE DILIGENCE ADDITIONAL QUESTIONING FOR FILING STATUS

1. Are you married? YES NO

2. Have you lived apart from your spouse for the last 6 months of the year? YES NO

3. How long have you been separated? _____

4. Did you maintain more than half of the cost of the home? _____

5. Did you receive any type of supplemental income such as child support, welfare, food stamps or social security, etc. If so, how much, and what kind

Preparer Notes:

I have read and understand all questions asked by the tax preparer and agree knowledge of all questions and answers listed in this Preparer Interview Sheet/Due Diligence Additional Question Document has been answered to the best of my ability.

In Office Interview

Printed Name: _____

Signature: _____

Each question has been asked by the tax preparer and the taxpayer has answered and have verbally agreed that each question has been answered to the best of their ability.

Virtual Conference Interview

Name of Person Interviewed: _____

Preparer Conducting Interview: _____