

## 2023 Due Diligence Questionnaire

Taxpayer Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

- 1) Do you have any Foreign/ Overseas bank accounts or interest in a Foreign Trust?**  Yes  No
- 2) Did you receive, sell, send, exchange, or otherwise dispose of any financial interest in any Virtual currency?** (As a reward, award, or payment) or sell, exchange, or gift or otherwise dispose of any financial interest in any digital asset (or any financial interest in a digital asset ex: crypto)  Yes  No
- 3) Did you receive any cash or other sources of income? (Not reported on w-2 or 1099)**  Yes  No
- 4) Did you receive money through an online App based payment system, such as Venmo, Zelle, Paypal, or CashApp?**  Yes  No
- If yes, please answer the following questions (a-d)*
- a) What was the total of money received? \$ \_\_\_\_\_
- b) Were any of the funds above earned through a business activity, such as babysitting, hair/makeup styling, or other profit act?  Yes  No
- c) Were any of the funds above earned through re-sale of items for more than you originally paid?  Yes  No
- d) Have you received an IRS form with the title 1099-K for 2023? (If yes, please provide)  Yes  No

- 5) American Opportunity Tax Credit (AOTC)**  N/A
- As of the beginning of 2023, has the student completed the 1<sup>st</sup> 4 calendar years of postsecondary education (generally freshman through senior years of college)?  Yes  No
- Was the student convicted before the end of 2023 of a felony for possession of a controlled substance? (If "yes" the student does not qualify for AOTC)  Yes  No

- 6) Head of Household Filing Status (HOH)**  N/A  Yes  No
- Are you, the taxpayer, unmarried on 12/31/2023 or have lived separate from your spouse for the last 6 months of the year, and do you provide more than half the cost of keeping up the home for the year for a qualifying person?

- 7) Do you claim any children as a dependent?**  Yes (Must answer A, B & C)  NO (Skip to #8)
- A) Earned Income Credit (EIC)**
- Were you a U.S. citizen(s) or resident alien for all of 2023?  Yes  No
- Are dependent(s) claimed on your tax return your: son, daughter, stepchild, foster child, or brother, sister, half-brother, half-sister, stepbrother, stepsister, or a descendant of any of them?  Yes  No
- Did any dependents file a joint return with another person for 2023?  Yes  No
- Did dependent(s) live with you in the United States for more than half of 2023?  Yes  No
- Do you believe the dependent(s) could also meet the qualifications to be a qualifying child of another tax filer?  Yes  No
- Did the dependent(s) file a tax return for 2023 claiming themselves?  Yes  No

**7) Continued**

**B) Child Tax Credit (CTC)**

- Are dependent(s) claimed on your tax return your: son, daughter, stepchild, foster child, brother, sister, stepbrother, stepsister, half-brother, half-sister, or a descendant of any of them?  Yes  No
- Did the dependent(s) provide over half of his or her own support for 2023?  Yes  No
- Did the dependent(s) live with you for more than half of 2023?  Yes  No
- Did the dependent(s) file a joint return with another person for 2023?  Yes  No
- Are the dependent(s) a U.S. citizen, a U.S. national, or a U.S. resident alien?  Yes  No
- Did the dependent(s) file a tax return for 2023 claiming themselves?  Yes  No

**C) Self Employed Schedule C Filers**  N/A

\*Complete below if you qualify for EIC\*

- How long have you owned your business? \_\_\_\_\_
- Description of Business \_\_\_\_\_
- Where do you conduct business? \_\_\_\_\_
- What services do you perform? \_\_\_\_\_
- How much do you charge? \_\_\_\_\_
- Approximately how many clients to you have? \_\_\_\_\_
- How often do you provide services to each client? \_\_\_\_\_
- What Types of items do you need to operate? \_\_\_\_\_
- How often are they replenished? \_\_\_\_\_
- Do you travel for business?  Yes  No
- If yes, how do you keep track of mileage? \_\_\_\_\_

**8) General**

- Can you provide documentation to substantiate the above answers?  Yes  No
- Have you ever had any of these credits disallowed or reduced in the past?  Yes  No

**I attest that the information provided is true and accurate.**

Taxpayer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preparer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Preparer Notes:**

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