

FRIENDS DOIN TAXES LLC

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TAX PREPARATION PERMISSION & ENGAGEMENT LETTER

Thank you for selecting Friends Doin' Taxes LLC to assist with your tax return preparation. This letter will confirm the arrangements and general scope of services we provide.

All of your original documents will be returned to you at the end of this engagement. We will retain copies of records you supplied to us along with our work papers for your engagement for a period of three years. You should keep all documents, cancelled checks and other data that support your reported income and deductions.

TAX Return Preparation

- We will prepare your 2024 federal and state tax returns based on information you provide. Services for preparation of your return and do not include auditing or verification of information provided by you.

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This engagement does not include any audit or examination of your books or records. In the event your return is audited, **you will be responsible for verifying the items reported.**

This engagement does not include any services not specifically stated in this letter. However, we would be happy to consult with you regarding other income tax matters.

- You must review the return carefully before signing to make sure the information is correct.

- The tax return preparation fee does not include bookkeeping.

- Fees must be paid before your tax return is delivered to you or filed for you. If you terminate this engagement before completion, you agree to pay a fee for work completed. A retainer is required for preparation of late returns. There will also be a charge of 25.00 for any electronic or copies requested after original copies at time of preparation.

- Fees charged for tax return preparation **do not include audit representation or preparing materials to** respond to correspondence from taxing authorities.

- Preparation fees do cover limited assistance and consultation during the year.

- The engagement to prepare your 2024 tax returns terminates upon delivery of your completed returns and original documents to you. Please store your supporting documents and copies of your tax returns in a secure place for at least seven years. If documents include any items regarding to basis in property keep indefinitely.

- Our engagement includes our e-filing of your returns. We will have you review your return along with the 8879, which you must complete, sign and return to us prior to us e-filing. We will not e-file prior to having a signed 8879 and verification of direct deposit acct and routing number. *You will also be required to pay for return or make payment arrangements prior to e-filing your return.*
- In the event that you have an amount due, we will send with the returns a voucher with the amount due. We will not file vouchers for you. Therefore, you are solely responsible for filing the voucher with payment due to the appropriate taxing authorities. Our engagement starts upon receipt of 2024 source documents. Our engagement will be satisfied upon delivery of the completed returns to you.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. You acknowledge that any such understated tax, and any imposed interest and penalty thereon are your responsibility and that we have no responsibility in the regard. If you would like information on the amount or the circumstances of interest and penalties, please contact us.

Your returns may be selected for review by the taxing authorities or you may receive a notice requesting a response to certain issues on your tax return. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examinations or inquiries, we will be available upon request to represent you or respond to such inquiry. At the time, we will provide you a subsequent engagement letter and will render additional invoices for these services and any expenses incurred.

- You are responsible for maintaining and adequate and efficient accounting system, for safeguarding assets, for authorizing transactions, and for retaining supporting documentation for those transaction, all of which will, among other things, help assure the preparation of proper returns. Furthermore, you are responsible to review all of the information presented on your tax return correctness.

Taxpayer Responsibilities

- You agree to provide Friends Doin' Taxes LLC all income and deductible expense information. If you receive additional information after we begin working on your return, you will contact us immediately to ensure your completed tax returns contain all relevant information.
- You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review your documentation
- You must be able to provide written records of all items included on your return if audited by either the IRS or state tax authority. We can provide guidance concerning what evidence is acceptable.

- **SUBSTANTIVE DETERMINATIONS**

We may encounter instances where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. In those instances, **we will** outline in a written communication each of the reasonable alternative courses of action, including the risks and consequences of each such alternative. In the end, we will adopt, on your behalf, the alternative that you select after having considered the information provided by us.

Pursuant to standards prescribed in IRS Circular 230 and IRC §6694, we are forbidden from signing a tax return unless we have a reasonable belief that there is substantial authority for a tax position taken on the return, or unless we have a reasonable belief that there is a reasonable basis for the tax position taken on the return and we disclose this tax position on a separate attachment to the tax return. Substantial authority is generally viewed by tax professionals as requiring at least a 40% probability that the tax position taken will be sustained on its merits. However, under no circumstances may we sign a tax return with a tax position that has no reasonable basis.

Federal law has extended the attorney-client privilege to some, but not all communications between a client and the client's tax professional. The privilege applies only to non-criminal tax matters that are before the Internal Revenue Service or brought by or against the U.S. government in a federal court. The communications must be made in connection with tax advice. Communications solely concerning the preparation

of a tax return will not be privilege

It may be necessary to prove accuracy and completeness of the returns to a taxing authority. You should keep all original records for a minimum of 5 years, I recommend 7 years, especially if your returns involve basis of any asset.

The timeliness of your cooperation is essential in our ability to complete this engagement. Specifically, we must receive information from you in a reasonable period prior to the applicable filing deadline. Accordingly, if we do not receive information from you in a timely manner it may be necessary to pursue an extension of the due date of your returns, and we reserve the right to suspend our services or withdraw from this engagement.

If you file a joint return, because you will each sign the returns, you are each our client. You each acknowledge that there is no expectation of privacy from the other concerning our services and we are at liberty to share with either of you, without the prior consent of the other, any and all documents and other information concerning preparation of your returns. You also acknowledge that unless we are notified otherwise in advance and in writing, we may construe an instruction from either of you to be an instruction on your joint behalf.

--TAX PREPARATION FEES: Our fees are based on a price per form/schedule required to complete your return. Additional charges may include multi-state returns filed, bookkeeping necessary for the preparation of your tax return, tax consultation for estimates, amended tax returns, FAFSA reports, etc. which are identified separately on your invoice. **Payment for services is due upon completion of your tax return. Unless payment arrangements are made prior to starting return.**

- **OTHER SERVICES:** Bookkeeping, payroll, payroll reports, year-end reports such as W2's and 1099's, business consultation, interim and year-end tax planning. These services are billed separately; you may contact us for our fee schedule. Copies and electronic copies have a fee of 25.00 after original copies.

Privacy Policy

The nature of our work requires us to collect certain nonpublic personal information about you from various sources. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance or receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to any third party without your express permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access. Please contact us with any questions regarding our privacy policy.

PLEASE REVIEW YOUR RETURNS CAREFULLY BEFORE SIGNING AND FILING THEM.

If you have any questions, please ask.

Tax Preparation is a partnership.

Thank you for choosing us as your partner, we appreciate the opportunity to work with you now and for many years to come.

Friends Doin' Taxes LLC is not responsible for providing any of the deductions taken on my tax return(s). I have provided this information from my own records, and I have retained proof of my deductions and income. I give my permission to Friends Doin' Taxes LLC to prepare my tax return(s) and I have read, understand and agree to the terms of this engagement. I have also read the E-file information below and have had an opportunity to review the company's Privacy Policy.

Taxpayer _____
date

Spouse _____
date

It is mandatory that you sign IRS Form 8879 after we have completed the return. The return will not be electronically filed until Friends Doin' Taxes LLC is in possession of the signed form.

BOTH PARTIES MUST SIGN, IF MARRIED FILING JOINTLY.

Your refund may/could be delayed for reasons such as, but not limited to: Random IRS audit, Earned Income Credit eligibility verification, Incorrect Bank Account/Routing number.

Your refund may be seized or reduced for reasons such as, but not limited to: Unpaid child support, Back taxes owed, Payments in arrears to any Federal or State Agency such as Student Loan Deficiency.

A return may be rejected by the IRS for reasons such as, but not limited to: Social Security Number issues (ie.. Name and Number do not match SSA records), Dependent claimed on another tax return, Invalid/Wrong birthdate.

IRS DOES NOT PROVIDE EXPECTED REFUND DATES

Check www.irs.gov "Where's My Refund" for specific information or the IRS2GO Smartphone App.

STATE DEPARTMENTS DO NOT PROVIDE EXPECTED REFUND DATES.

Revenue websites for more information.

Missouri's Return Inquiry System <https://dor.mo.gov/taxation/refund-status>

Once the return has been filed no changes can be made or our fees refunded.

Occasionally mistakes are made so please forgive us as we are human. Be courteous and let us know if you receive any notices from the IRS/State. We will prepare amended return and pay any penalties, if we are at fault We do not pay the additional tax. Only Penalties. Please notify us as soon as you receive notice, most notices have a due by date attached.

There are a lot of scams involving so called IRS on the phone and by mail. Please never ever send them any money from a phone call or an email. The IRS will never call you and never email you. There have been many that have been taken advantage of.

2024 Individual Taxpayer Organizer

Friends Doin Taxes LLC 573-365-2006

1. Did either you or your spouse receive, sell, send or exchange any financial interest in any virtual currency? _____
2. Did you provide residency for any dependents on return? _____
3. Did you purchase health insurance through the marketplace? _____
4. Did you pay any supplemental health insurance?
_____ Amount _____



Taxpayer				Tax ID # *	
First Name	M.I.	Last Name	Email		IP PIN
Occupation	Date of birth		Are you new to our firm? Yes No		
Address		City	State	Zip	
County	Primary phone		Secondary phone		
Driver's License	No.	State	Issue Date	Exp. Date	

Spouse				Tax ID # *	
First Name	M.I.	Last Name	Email		IP PIN
Occupation	Date of birth		Are you new to our firm? Yes No		
Address <small>(If different from Taxpayer)</small>		City	State	Zip	
County	Primary phone		Secondary phone		
Driver's License	No.	State	Issue Date	Exp. Date	

If you moved during 2024, enter your previous address.	Date of move
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Marital status on 12/31/24: Single Married Separated Surviving Spouse Registered Domestic Partnership (RDP)
 Were you divorced or separated during the year? Yes No Were there any deaths in the family? Yes No
Note: Individuals in registered domestic partnerships (RDPs) and civil unions are not considered married for federal tax purposes.

Names of dependent children <small>Child's full name</small>	Tax ID # *	IP PIN	Date of birth	Months lived in home in 2024	Relationship	College student?

Did any of the children have unearned income of \$1,300 or more? Yes No Do any of the children have a disability? Yes No
 Is it anticipated that a different taxpayer will seek to claim a child listed above as their dependent for tax year 2024? Yes No

Other dependents or people who lived with you

Name	Tax ID # *	IP PIN	Date of birth	Months lived in home in 2024	Relationship	Income

Bank information: Use for Direct deposit of refund Direct debit of balance due Name of bank
 Checking Savings Routing transit number Account number DEBBIE@FRIENDSDOINTAXES

Ask your tax preparer for information about depositing a refund into an IRA account or splitting the deposit into more than one account.
 *A Tax ID # is a Social Security Number (SSN), adoption taxpayer identification number (ATIN), or an individual taxpayer identification number (ITIN).

Questions—All Taxpayers

(Provide related statements or other documentation.)

"You" refers to both taxpayer and spouse—ask your preparer if you are unsure about a question.

LIFESTYLE & TAXES	Yes	No	Are either you or your spouse legally blind?			
	Yes	No	Have you received any notice from the IRS or state revenue department within the past year? If yes, provide a copy.			
	Yes	No	Did you pay or receive alimony in 2024? <i>Paid Received \$</i>	<i>Recipient's SSN</i>		<i>Date of divorce or separation</i>
	Yes	No	Did you purchase health insurance through a public exchange/marketplace? (Provide Form 1095-A.)			
	Yes	No	Will there be any significant changes in income or deductions next year, such as retirement?			
	Yes	No	Did you pay anyone for domestic services (e.g., nanny, housekeeper, cook, caretaker) in your home?			
	Yes	No	Did you purchase an energy-efficient, hybrid, or electric vehicle?			
	Yes	No	Are you involved in bankruptcy, foreclosure, repossession, or had any debt (including credit cards) cancelled?			
	Yes	No	Are you a member of the military?	State of residency		
	Yes	No	Were you a citizen of or did you live in a foreign country?	Foreign country		
	Yes	No	Do you own or have financial interest in a foreign bank or financial account? <i>Maximum value in 2024 \$</i>			
	Yes	No	Would you like to allow your tax preparer or another person to discuss your return with the IRS? <i>Designee's name</i>	<i>Phone number</i>	<i>PIN (any five digits)</i>	
CHILDREN & EDUCATION	Yes	No	Were any children born or adopted in 2024? (Provide statement for other expenses.)			
	Yes	No	Were any children attending college? (Provide Form 1098-T and Form 1098-E.)			
			<i>Year in college</i>	<i>Paid by you: Tuition \$</i>	<i>Books \$</i>	<i>Student loan interest \$</i>
			<i>Paid by student: Tuition \$</i>	<i>Books \$</i>	<i>Student loan interest \$</i>	
	Yes	No	Did you pay any tuition for a private school for a dependent or take classes yourself?			
			<i>Student</i>	<i>Amount paid \$</i>		
			<i>Name and address of school</i>			
	Yes	No	Did you pay for child or dependent care so you could work or go to school? (Provide statement if applicable)			
			<i>Name of provider</i>			<i>EIN or SSN</i>
			<i>Address</i>			<i>Amount paid \$</i>
Yes	No	Did you make any contributions to a 529 plan in 2024? If yes, provide details.				
INVESTMENTS	Yes	No	Did you, or will you, contribute any money to an IRA for 2024?		<i>Traditional IRA</i> <i>Roth IRA</i>	
	Yes	No	Did you roll over any amounts from a retirement account in 2024?			
	Yes	No	Did you sell or transfer any stock or sell rental or investment property?			
	Yes	No	Did you receive any income from an installment sale?			
	Yes	No	Did you have any investments become worthless or were you a victim of investment theft in 2024?			
	Yes	No	Were you granted, or did you exercise, any employee stock options during 2024?			
	Yes	No	Did you (a) receive (as a reward, award, or payment for property or services); or (b) sell, exchange, or otherwise dispose of a digital asset (or a financial interest in a digital asset)? (Digital assets include cryptocurrencies, NFTs, and stablecoins)			
DEDUCTIONS	Yes	No	Did you, or do you plan to, contribute money by April 15, 2025 to an HSA for 2024? If yes, provide details.			
	Yes	No	Did you pay any interest on a loan for a boat or RV that has living quarters? If yes, provide details.			
	Yes	No	Did you pay sales taxes on a major purchase in 2024, such as a vehicle, boat, or home?			
	Yes	No	Did you make any charitable contributions in 2024? If yes, provide details.			
BUSINESS	Yes	No	Did you work from a home office or use your car for your business?			
	Yes	No	Did you receive income from a sharing/gig economy activity (e.g. Airbnb, Uber, etc.)?			
	Yes	No	Do you own a business or an interest in a partnership, corporation, LLC, farming activities, or other venture?			
HOME	Yes	No	Did you purchase or sell a main home during the year? If yes, provide closing statement.			
	Yes	No	If you sold a home, did you claim the First-Time Homebuyer Credit when it was purchased? If yes, provide details.			
	Yes	No	Did you refinance a mortgage or take a home equity loan? If yes, provide closing statement.			
	Yes	No	Did you use any mortgage loan proceeds for purposes other than to buy, build, or substantially improve your home?			
	Yes	No	Did you make any new energy-efficient improvements to your home? If yes, provide details.			

State information	Full-year resident	Part-year resident	Nonresident	School district				
States of residence during 2024 and dates					Do you rent or own your home?	Rent	Own	
					Total rent paid \$	Includes heat?	Yes	No

Estimated Tax Payments — Tax Year 2024

<i>Installment</i>	<i>Date paid</i>	<i>Federal</i>	<i>Date paid</i>	<i>State</i>
First		\$		\$
Second		\$		\$
Third		\$		\$
Fourth		\$		\$
Amount applied from 2023 overpayment		\$		\$
Total		\$		\$

Tax Preparation Checklist

Please provide the following documentation:

- All Forms W-2 (wages), 1099-INT (interest), 1099-DIV (dividends), 1099-B (proceeds from broker or barter transactions), 1099-R (pensions and IRA distributions), Schedules K-1 from partnerships, S corporations, estates and trusts, and other income reporting statements, including all copies provided from the payer.
- Form 1095-A (for health insurance purchased through a public exchange/marketplace), Form 1095-B (for health insurance purchased outside of a public exchange), or Form 1095-C (for employer-provided health insurance coverage).
- If you are a new client, provide copies of last year's tax returns.
- The completed Individual Income Tax Organizer. *Note:* If you choose not to fill out the organizer, you must at least answer the "Yes" or "No" questions under "Questions — All Taxpayers."
- Copy of the closing statement if you bought, sold, or refinanced real estate.
- Mileage amounts for any automobile expenses claimed, including total mileage, commuting mileage, and business mileage.
- Detail of estimated tax payments made, if any.
- Income and deductions categorized on a separate sheet for business or rental activities.
- List of itemized deductions categorized on a separate sheet for medical, taxes, interest, charitable, and miscellaneous deductions.
- Copy of all acknowledgement letters received from charitable organizations for contributions made in 2024.

Taxpayer Responsibilities

- You agree to provide us all income and deductible expense information. If you receive additional information after we begin working on your return, you will contact us immediately to ensure your completed tax returns contain all relevant information.
- You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review your documentation.
- You must be able to provide written records of all items included on your return if audited by either the IRS or state tax authority. We can provide guidance concerning what evidence is acceptable.
- You must review the returns carefully before signing to make sure the information is correct.
- Fees must be paid before your tax returns are delivered to you or filed for you. If you terminate this engagement before completion, you agree to pay a fee for work completed. A retainer may be required for preparation of returns.
- You should keep a copy of your tax return and any related tax documents. You may be assessed a fee if you request a duplicate copy in the future.

Signatures. By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities. For a joint return, both taxpayers must sign.

Taxpayer

Spouse

Date

Privacy Policy

The nature of our work requires us to collect certain nonpublic information. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to a third party without your express written permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access.

2024 Paid Preparer Due Diligence Checklist

- Earned Income Credit (EIC)
- American Opportunity Tax Credit (AOTC)
- Child Tax Credit (CTC)
- Additional Child Tax Credit (ACTC)
- Credit for Other Dependents (ODC)
- Head of Household (HOH)

	EIC	AOTC	CTC/ACTC/ODC	HOH
Can you provide documentation, if required, to substantiate your eligibility for each credit and/or HOH filing status and the amount of each credit being claimed? (See below for examples of documentation.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a
Were any of these credits disallowed or reduced in a prior year?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> n/a
Is each qualifying person for whom you are claiming the Child Tax Credit, Additional Child Tax Credit, and Credit for Other Dependents a citizen, national, or resident of the United States?	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> n/a
Did all children for whom you are claiming the Child Tax Credit and/or Additional Child Tax Credit reside with you for more than half the year?	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> n/a
Is there an active Form 8332, Release/Revocation of Release of Claim to Exemption for Child by Custodial Parent, or a similar statement in place?	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> n/a
Did you release the claim for exemption (dependent) to another person?	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> n/a
Have you provided documentation for the American Opportunity Tax Credit, including Form 1098-T and receipts for qualified tuition and related expenses?	<input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a
Were you unmarried or considered unmarried on the last day of the tax year and provided more than half of the cost of keeping up a home for the year for a qualifying person?	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a

Documentation Examples (list not all-inclusive)

Residency of a Qualifying Child

- School records or statement.
- Landlord or a property management statement.
- Health care provider statement.
- Medical records.
- Child care provider records.
- Placement agency statement.
- Social service records or statement.
- Place of worship statement.
- Indian tribal official statement.

Disability of Qualifying Child

- Medical doctor's statement.
- Other health care provider's statement.
- Social services agency or program statement.

Schedule C

- Business license.
- Forms 1099.
- Records of gross receipts.
- Summary of income.
- Records of expenses.
- Summary of expenses.
- Bank statements to show income and expenses.

Due Diligence: Additional Questions and Information (list not all-inclusive)

- Ask questions, contemporaneously document questions and client responses.
- Must not know of any reason that the client's information is false.
- Do not ignore the implications of any information provided by the client and make additional inquiries if information appears incorrect.
- Complete and submit Form 8867 for each credit claimed.
- Compute the credits.

DEBBIE@FRII

Taxpayer

Spouse (if filing jointly)

Date

Due Diligence Questionnaire

Name/ID:	Year:
Preparer conducting interview:	Date of interview:
Method of interview (phone, in-person, email):	

Check if not applicable

Check if document requested and relied upon to support claim

Filing status	Taxpayer's response		
1 Are you married?			
2 Are you divorced?			
3 Are you separated?			
4 When will your divorce be finalized?			
5 Have you lived apart from your spouse for the last 6 months of the year?			
6 Did you maintain more than half of the cost of the home?			
7 Is your spouse deceased?			
8 Other:			
9 Other:			

Qualifying child	Taxpayer's response		
1 What is your child's birthdate?			
2 Where does your child live?			
3 Does your child live with the other parent?			
4 What does your separation/divorce agreement state regarding who claims the child?			
5 Did the child pay for their own support during the year, such as food, rent, etc.?			
6 What school did your child attend?			
7 Is your child married and filing a joint return?			
8 Does the child have a valid SSN or ITIN?			
9 Is the child disabled? If yes, answer "a" through "c".			
a What type of disability does the child have?			
b Does the child receive SSI or other disability payments?			
c Do you have a letter from the child's doctor/health care provider stating that the child is permanently and totally disabled?			
10 Other:			
11 Other:			

Relationship test	Taxpayer's response		
1 Do the child's biological parents live with the child? If no, where are the biological parents?			

If taxpayer has more than one child, enter additional information here:

Check if document requested and relied upon to support claim

Check if not applicable



American opportunity tax credit		Taxpayer's response		
1	Has the student ever been convicted of a felony for the possession or distribution of a controlled substance (drugs)?			
2	Has the student completed the first 4 years of postsecondary education (a grad student)?			
3	Was the student enrolled at least half-time for at least one academic period?			
4	How many years have you claimed the American opportunity tax credit?			
5	Did you pay additional amounts for books?			
6	Are there any other fees not on Form 1098-T?			
7	How many months was the student in school?			
8	Does the student have earned income? (wages)			
9	Other: Can you provide bursers statement/student account summary?			
10	Other:			

Business income		Taxpayer's response		
1	How long have you owned your business?			
2	Do you have any documentation to substantiate your business?			
3	Who maintains the business records for your business?			
4	Do you have separate bank accounts for personal and business transactions?			
5	Have you been issued a Form 1099-NEC and/or Form 1099-K to support the income?			
6	Do you have evidence of any exemption?			
7	Other: DO YOU HAVE MILEAGE LOGS FOR VEHICLE USAGE			
8	Other:			

ADDITIONAL COMMENTS:

If not married how long did dependent live in your home? _____ How long was child in other parents home? _____

Was any daycare paid for for dependent? _____ IF YES WHO PAYS FOR DAYCARE? _____

Why is other parent not claiming dependent? _____

Is this your biological dependent? _____ if not relationship to dependent _____

Did you receive any assistance, such as WIC, Medicaid, Snap, child support etc?

Is dependent disabled? _____ if yes what is dependents disability _____

Does dependent qualify for Social Security /disability benefits? _____ Is this a long term disability or expected to recover in next 12 months? _____