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# General Engagement Letter for Individual Tax Preparation

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## Welcome to 2024!

On the following pages you will find your Engagement Letter as well as an Organizer and Due Diligence form to help make the tax return process as easy as possible.

Due to increase requirements for Due Diligence of information verification you may be asked for additional information that we may not have asked for in the past. We apologize for any inconvenience, but it is important for the purposes of Identity Protection that we now need to request this additional information, the fines for not completing our Due Diligence requirements are hefty and we are wanting to avoid any issues for the future.

Please do not hesitate to contact us with any concerns or questions - we look forward to working with you to fulfill your federal and state filing requirements.

For your convenience you can schedule an appointment either in person, Zoom or phone, with these calendar links:

Rene' Hayes, EA	<a href="https://calendly.com/rene-busybookkeeper">https://calendly.com/rene-busybookkeeper</a>
Kari Reyes, EA	<a href="https://calendly.com/kari-busybookkeeper">https://calendly.com/kari-busybookkeeper</a>
Hannah Holmberg	<a href="https://calendly.com/hannah-busybookkeeper">https://calendly.com/hannah-busybookkeeper</a>
Valeria Bond, EA	<a href="https://calendly.com/valeria-busybookkeeper">https://calendly.com/valeria-busybookkeeper</a>

**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, work-sheets, 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 any 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. Please contact us with any questions regarding our privacy policy.

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This letter is to inform you, the taxpayer, of the services we will provide you, and the responsibilities you have for preparation of your tax return.

### ***Tax Return Preparation Services***

- We will prepare your 2023 Form 1040, *U.S. Individual Income Tax Return*, and applicable state tax return(s) based on information you provide. Services for preparation of your returns do not include auditing or verification of information provided by you.
- 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.
- Assisting you with your compliance with the Corporate Transparency Act, including beneficial ownership information reporting, is not within the scope of this engagement. Please do let us know if you have not filed this MANDATORY filing requirement as we can file this for you under a separate engagement.
- The tax return preparation fee does not include bookkeeping. Additional fees apply for these services.
- 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 2023 tax returns terminates upon delivery of your completed returns and original documents to you. Please store your supporting documents and your tax returns in a secure place for at least seven years. You may be assessed a fee if you request a duplicate copy in the future.

### ***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 of **\$250** is required for scheduling of the preparation of your returns.
- Payment can be made by contacting the office or <https://paypal.me/busybookkeeper>

**Signatures.** By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities and that you understand our responsibilities in preparing your tax returns as explained above. For a joint return, both taxpayers must sign.

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*Taxpayer*

*Spouse*

*Date*

# 2023 Individual Taxpayer Organizer

<b>Taxpayer</b>				Tax ID # *	
<i>First Name</i>	<i>M.I.</i>	<i>Last Name</i>	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	

<b>Spouse</b>				Tax ID # *	
<i>First Name</i>	<i>M.I.</i>	<i>Last Name</i>	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 2023, enter your previous address.	Date of move
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Marital status on 12/31/23: 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.  
**Notices:** Have you received any notice from the IRS or state revenue department within the past year? Yes No

Names of dependent children <i>Child's full name</i>	Tax ID # *	IP PIN	Date of birth	Months lived in home in 2023	Relationship to taxpayer	College student?

Did any of the children have unearned income above \$1,250 for the year? 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 2023? Yes No

<b>Other dependents or people who lived with you</b>						
Name	Tax ID # *	IP PIN	Date of birth	Months lived in home in 2023	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

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 either 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 unsure about a question.

LIFESTYLE & TAXES	Yes	No	Are either you or your spouse legally blind?		
	Yes	No	Did you pay or receive alimony in 2023? <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 a new or used energy-efficient, hybrid, or electric car, truck, or van?		
	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 lived 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 \$</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 2023? (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>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	Do you have any children who have unearned income of \$1,250 or more?			
Yes	No	Did you make any contributions to a 529 plan in 2023?			
INVESTMENTS	Yes	No	Did you, or will you, contribute any money to an IRA for 2023?	Traditional IRA	Roth IRA
	Yes	No	Did you roll over any amounts from a retirement account in 2023?		
	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 2023?		
	Yes	No	Were you granted, or did you exercise, any employee stock options during 2023?		
	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)? ( <i>Digital assets include cryptocurrencies, NFTs, and stablecoins</i> )		
DEDUCTIONS	Yes	No	Did you, or do you plan to, contribute money before April 15, 2024 to an HSA for 2023? 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 2023, such as a vehicle, boat, or home?		
	Yes	No	Did you make any charitable contributions in 2023? 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 2023 and dates				Do you rent or own your home? Rent Own
				Total rent paid \$ Includes heat? Yes No

# Income Worksheet

Provide to your preparer all Forms W-2, 1099-INT, 1099-DIV, 1099-R, 1099-MISC, 1099-NEC, 1099-K, and other income reporting statements. Do not list dollar amounts for the following forms. Your preparer will report the appropriate amounts.

Indicate "T" for taxpayer, "S" for spouse, "J" for joint

Provide additional statements if more room is needed

## Forms W-2—Wage and Tax Statement

T/S	Employer name	T/S	Employer name
	1)		4)
	2)		5)
	3)		6)

## Forms 1099-INT—Interest Income

T/S/J	Name of issuer	T/S/J	Name of issuer
	1)		4)
	2)		5)
	3)		6)

## Forms 1099-DIV—Dividends and Distributions

T/S/J	Name of issuer	T/S/J	Name of issuer
	1)		4)
	2)		5)
	3)		6)

## Forms 1099-R—Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, Etc.

T/S	Name of issuer	T/S	Name of issuer
	1)		4)
	2)		5)
	3)		6)

If the distribution is before age 59½, give a reason to determine if an exception to penalty applies.

## Tax-Exempt Interest (such as municipal bonds—include statement)

Payer	\$	Payer	\$

## Other Income

State tax refund	\$	Unreported tips	\$
Unemployment compensation	\$	Other	\$
Social Security (taxpayer)—provide SSA-1099 or RRB-1099	\$		\$
Social Security (spouse)—provide SSA-1099 or RRB-1099	\$		\$
Gambling income—provide Form W-2G	\$		\$
Business income (see <i>Sole Proprietorship Tax Organizer</i> )		Stock sales	See "Sales and Exchanges Worksheet" below.
Rental income (see <i>Rental Property Tax Organizer</i> )		Sale of other property	

# Sales and Exchanges Worksheet

Provide information about sales of stock, real estate, or other property, along with Forms 1099-B, 1099-S, or other supporting statements.

Description of property	Purchase date	Cost/basis	Sale date	Sale price
		\$		\$
		\$		\$
		\$		\$

### Notes:

- When stock is sold, you will usually receive Form 1099-B, *Proceeds From Broker and Barter Exchange Transactions*, reporting the proceeds from the sale. However, your statement will not always provide the cost/basis information necessary to compute gain or loss. If the statement does not contain the cost/basis information, you must provide it. You may need to contact your broker for questions about cost/basis and purchase dates of your stock accounts.
- Often, "transfers" of stock or mutual funds within a brokerage account are actually sales of one type of stock and purchase of another. Even if you did not receive any cash from the transaction, you may have taxable gain or loss.
- If your stock dividends are automatically reinvested, the dividends will be taxable even though you did not receive any cash. The transaction is treated as if you had received cash and purchased additional stock. When the stock is sold, the amount reinvested over the years is taken into account. You may need to contact your broker for questions about the amount of reinvested dividends.
- If you sold property other than stock, your taxable gain or loss will be determined by your cost/basis. The cost/basis is usually the original purchase price plus improvements (the cost of repairs and maintenance are not taken into account for cost/basis).

# Itemized Deductions Worksheet

Deductions must exceed \$13,850 Single, \$27,700 MFJ/QSS, \$20,800 HOH, or \$13,850 MFS to be a tax benefit.

<b>Medical Expenses.</b> Must exceed 7.5% of income to be a benefit—include cost for dependents—do not include any expenses that were reimbursed by insurance or paid with funds from an FSA, HSA, or HRA.				<b>Charitable Contributions.</b> If over \$500 in noncash charitable contributions, provide details of contributions. Rules require that the taxpayer retain documentation for all contributions.			
Dentists	\$	Hospitals	\$	Monetary (cash, check, credit card)	\$		
Doctors	\$	Insurance	\$	Noncash contributions (FMV). Clothing or household items must be in good used condition or better.	\$		
Equipment	\$	Prescriptions	\$	Did you transfer funds from an IRA directly to a charity? Yes No	\$		
Eyeglasses	\$	Other	\$	Charitable mileage _____ @ 14¢			
Medical miles: _____ @ 22¢				<b>Casualty and Theft Losses</b>			
<b>Taxes Paid.</b> Do not include taxes paid for full or partial business or rental-use property, including business use of the home.				If you suffered any sudden, unexpected damage or loss of property, or a theft in a federally-declared disaster area, provide details to your tax preparer. Yes No			
State withholding		<i>Reported on W-2</i>		<b>Miscellaneous Itemized Deductions.</b> Miscellaneous itemized deductions subject to the 2% AGI limitation are not deductible on the federal return. However, these expenses may be deductible on your state return. For use of home, auto mileage, or other job-related expenses, provide information on a separate sheet. Were any expenses reimbursed by your employer? Yes No			
State estimated taxes—paid in 2023		\$		Dues	\$	Subscriptions	\$
Real estate tax—residence		\$		Investment expenses	\$	Supplies	\$
Real estate tax—other		\$		Job education	\$	Tax prep fees	\$
Personal property taxes		\$		Job seeking	\$	Tools	\$
Property tax refund—received in 2023		\$( )		Legal fees	\$	Uniforms	\$
Foreign tax paid		\$		Licenses	\$	Union dues	\$
Other		\$		Safety equipment	\$	Other	\$
Other		\$		<b>Other Deductions.</b> The following deductions are not subject to the 2% AGI limit.			
Other		\$		Gambling losses	\$	Federal estate tax on IRD	\$
Balance paid in 2023 from prior year state returns (do not include interest or penalties)		\$		Impairment-related expenses	\$	Other	\$
Did you keep receipts for sales tax paid during 2023? Yes No							
Did you purchase a car, plane, boat, or home in 2023? Yes No							
Sales tax paid \$ _____		Purchase paid \$ _____ Date _____					
<b>Interest Paid.</b> Do not include interest paid for full or partial business-use or rental-use property, including business use of the home. Provide all Forms 1098 or lender information and ID numbers.							
Main home	\$	Equity loan	\$				
Second home	\$	Equity loan	\$				
Points	\$	Investment interest	\$				

## Other Deductions or Questions

- Notes:**
- Gambling losses are deductible only up to the amount of gambling winnings reported. A log must be kept to verify losses.
  - Work clothing is not deductible if adaptable for every day wear. Exception for safety equipment, such as steel-toe boots.
  - Expenses to enable individuals, who are physically or mentally impaired, to work are generally deductible.

## Adjustments Worksheet

<i>Educator expenses.</i> Classroom expenses of teachers, counselors, and principals. Maximum \$300 each.	\$
<i>Health savings account (HSA).</i> Contributions for 2023 may be made up until April 15, 2024. (Only include contributions you made out-of-pocket).	\$
<i>Self-employed SEP, SIMPLE, and qualified plans.</i> Contributions for 2023 may be made up until April 15, 2024.	\$
<i>Self-employed health insurance.</i> Sole proprietors, partners, and 2% S corporation shareholders if not eligible for employer coverage.	\$
<i>Penalty on early withdrawal of savings.</i>	\$
<i>IRA deduction.</i> For traditional IRAs. Roth IRAs are not deductible. Contributions for 2023 may be made up until April 15, 2024.	\$
<i>Student loan interest.</i> Paid for taxpayers and dependents.	\$
<i>Moving expenses.</i> Available only to members of the Armed Forces (or their spouses or dependents) on active duty that move pursuant to a military order and incident to a permanent change of station.	Ask preparer
<i>Business expenses of reservists, performing artists, and fee-based government officials.</i>	Ask preparer
<i>Other adjustments.</i> Include description.	\$

## Estimated Tax Payments — Tax Year 2023

<i>Installment</i>	<i>Date paid</i>	<i>Federal</i>	<i>Date paid</i>	<i>State</i>
First		\$		\$
Second		\$		\$
Third		\$		\$
Fourth		\$		\$
Amount applied from 2022 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 2023.

## 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.

# Rental Property Tax Organizer

## Rental Income and Expenses

Indicate type of property as 1 -Single Family Residence, 2 -Multi-Family Residence, 3 - Vacation/Short-Term Rental, 4 - Commercial, 5 - Land, 6 -Self-Rental, or 7 -Other (describe).

	<i>Property A</i>		<i>Property B</i>		<i>Property C</i>	
	Address of property:		Address of property:		Address of property:	
	Type		Type		Type	
	Any personal use?	Yes No	Any personal use?	Yes No	Any personal use?	Yes No
	<i>Fair Rental Days</i>	<i>Personal Use Days</i>	<i>Fair Rental Days</i>	<i>Personal Use Days</i>	<i>Fair Rental Days</i>	<i>Personal Use Days</i>
Date placed in service						
Rents received	\$		\$		\$	
<b>Expenses</b>						
Advertising	\$		\$		\$	
Auto and travel	\$		\$		\$	
Cleaning and maintenance	\$		\$		\$	
Commissions	\$		\$		\$	
Insurance	\$		\$		\$	
Legal and professional fees	\$		\$		\$	
Management fees	\$		\$		\$	
Mortgage interest paid to banks	\$		\$		\$	
Other interest	\$		\$		\$	
Repairs	\$		\$		\$	
Supplies	\$		\$		\$	
Taxes	\$		\$		\$	
Utilities	\$		\$		\$	
Other (list)	\$		\$		\$	
	\$		\$		\$	
	\$		\$		\$	
	\$		\$		\$	
	\$		\$		\$	

## Property Information

If this is your first year with our firm, please provide a depreciation schedule for all property placed in service before 2023.

**Property Purchased.** Treat the cost of improvements made to real property as the purchase of a new asset.

<i>Asset</i>	<i>Date purchased</i>	<i>Cost</i>	<i>Date placed in service</i>
		\$	
		\$	
		\$	
		\$	
		\$	

## Property Sold or Taken Out of Service

<i>Asset</i>	<i>Date sold or taken out of service</i>	<i>Selling price</i>	<i>Trade in?</i>
		\$	
		\$	
		\$	
		\$	
		\$	





# Diligence Questionnaire

## General Questions

- \* What was your marital status on December 31st, 2023?
- \* Is your primary residence in the United States? Yes  No
- \* Is there anyone in the household who does NOT have a valid Social Security number? Yes  No   
*To qualify for the EITC, everyone you claim on your taxes must have a valid Social Security number (SSN). To be valid, the SSN must be: Valid for employment. Issued before the due date of the tax return you plan to claim (including extensions)*
- \* Is there any one in the household who is not a citizen, national or resident of the US? Yes  No   
*To qualify for Child Tax Credit or the Other Dependent Credit, each qualifying person must be a citizen, national or resident*
- \* Do you have any minor children or other dependents? Yes  No
- \* Can anyone else claim your dependent(s) on their tax return? Yes  No   
*Are there any custody sharing agreements in place?* Yes  No   
*If yes, has a form 8332 been filed in the past to release the claim on the exemption of the minor child?* Yes  No   
*A form 8332 Release/Revocation of Release of Claim to Exemption for Child by Custodial Parent is a form used when parents alternate years to claim their children*  
*If the child is your biological child, the child will automatically be treated as your child. If the child lived with both parents equally during the year, the IRS will treat the child as the qualifying child of the parent who had the higher adjusted gross income*
- \* If you have Joint Custody of your minor children: Yes  No   
*How many months/days did the child(ren) live in your home during the tax year?*  
*More than 183 days? Please verify that the dependents lived in the home greater than 6 months. You can not claim the Child Tax Credit if the child did not live with you unless the child's custodial parent has signed an 8332 to release the claim for exemption.*
- \* Did you provide more than 50% of the support for your home and dependents? Yes  No   
*To qualify for Head of Household or claim the exemption for a child, which may qualify you for other tax credits or benefits, you will need to be able to prove that you have provided more half the cost of keeping up the home and 50% of the total support of the dependent.*
- \* If still married, have you lived with your spouse during the last 6 months of the year? Yes  No   
*To be considered "Unmarried" for Head of Household Status, you must have lived apart from your spouse for the last 6 months of the year and have provided more than half of the cost of keeping up a home for the year for a qualifying person*
- \* Did anyone else live in the home that provides financial support for your child? Yes  No   
*If yes, who lives there and how much do they pay?*
- \* Is your dependent married and filed a joint return with their spouse? Yes  No
- \* Do you have any other type of supplemental non taxable income such as child support or Social Security benefits? Yes  No
- \* If Claiming a parent or other non minor child dependent, do they have income of greater than \$4400? Yes  No
- \* Do you have any non biological dependents on your return? Yes  No   
*If yes, what is your relationship and how did they become a dependent?*  
*If court ordered custody, do you have the paperwork to substantiate?* Yes  No
- \* Do you have Investment or other Passive income in excess of \$10,000? Yes  No
- \* Will any of your dependents be filing a tax return? Yes  No

*If yes, please verify that they have/will not claim the dependency for themselves*

- \* Have you ever been disallowed the EITC/AOTC/CTC? Yes  No   
*If so, when?*
- \* If requested, can you provide school/medical/daycare to verify dependents living status? Yes  No   
Can you provide verification of housing and support provided by you on behalf of your dependents? Birth certificates to prove exemption?
- \* If you will be reporting any Self Employment Income, do you have books or other adequate and complete records to substantiate your income and expenses, including mileage logs? Yes  No

### College Credits

- \* Which dependent attended college?
- \* What college did the dependent attend?
- \* Did the student attend at least half time? Yes  No
- \* How many previous years has the Hope Scholarship or American Opportunity Credit been claimed for this student?
- \* Did the student take courses as part of a postsecondary degree program or to acquire or improve job skills? Yes  No
- \* Did the student complete the first 4 years of postsecondary education before 2022? Has Yes  No
- \* the student been convicted of a felony for possession or distribution of a controlled substance? Yes  No
- \* Did the student receive a tuition statement (1098) from the school? Yes  No
- \* Do you have receipts for the qualified tuition and related educational expenses? Yes  No

### Disabled Any Age

- \* Is any child over 19 disabled? Yes  Can we get a doctor's note to substantiate? Yes   
*What type of disability?*
- \* Are you currently caring for a parent or other relative who is not able to care for themselves? Yes   
*If yes, who?*
- Does this dependent receive social security/disability benefits?* Yes   
*If yes, do you know how much the benefits are?*

### Foreign Income

- \* At any time in 2023 did you have a cumulative balance of greater than \$10k in foreign bank or investment accounts? Yes  No
- \* At any time in 2023 did you have signatory authority over any foreign financial or investment accounts? Yes  No
- \* Have you in the past ever been required to file FBAR (Foreign Bank Account Reporting)? Yes  No
- \* In 2023 did you receive a distribution from or were you the grantor of or transferor to a foreign trust? Yes  No

### Record Maintenance and Acknowledgement

- \* Please know that you should maintain in your records any documentation used to produce and file your taxes. It is important that you keep these records for a minimum of 3 years. You will want to keep records which provide proof of your eligibility for tax credits. Keep your W2s, school, utility or medical records proving residency. Tuition statements and receipts for qualified educational expenses. Complete copies of your filed tax returns.  
By signing or acknowledging below you are agreeing to keep required documentation and verifying that you filled this form out to the best of your knowledge truthfully and completely.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date