

**Dependent Form:** Fill this out **completely**. One for each dependent. Your child is your dependent if they are younger than 19 by the end of the tax year or, in college and younger than 24 (or are disabled and any age). If your dependent files their own tax return they must mark “someone can claim me as a dependent” on it so your return doesn’t get rejected by the IRS (paper filing and amending will incur extra tax preparation fees).

**Dependent #** \_\_\_\_ (It’s easiest to designate the oldest as dependent #1):

Name	Social Security #	Date of Birth	Relationship to you	# of months in your home

YES/NO: I am the custodial parent, I have the right to claim dependent #1 and haven’t released my claim to anyone. (If “No” don’t continue form.)

YES/NO: This dependent lived in my home for 183 days or more (if in college he/she spent vacations at home). If they didn’t live with you for over half the year the Child Tax Credit may not be claimed.

YES/NO: I was a non-resident alien for part of the year. YES/NO: Part of my salary goes into a dependent care account.

YES/NO: My main home (and that of my spouse if filing together) was in the US for more than half of the year.

YES/NO: I (or my spouse) could be claimed as a child or dependent on someone else’s federal tax return.

YES/NO: The IRS has previously disallowed my child credit or earned income credit. Which year(s)? \_\_\_\_\_

**If I had to I could provide for the IRS:**  social security card,  birth certificate,  a piece of mail the child has received at my address,  school records,  medical records,  a health care provider statement (check all that apply)

YES/NO: The child on this form is married. YES/NO: He/she is a citizen, national or resident of the US.

YES/NO: Another person could qualify to claim this child.

YES/NO: There is an active Form 8332 Release of Claim to exemption by the custodial parent.

YES/NO: This child is not my son or daughter. If yes, why is the parent not claiming them: \_\_\_\_\_

**This child was under the age of 12** by 12/31 of the tax year and I paid for non-educational care (camp, after-school program, pre-school): Spent \$ \_\_\_\_\_ on childcare for this child while I was working/school full-time:

Provider: \_\_\_\_\_; SSN/EIN: \_\_\_\_\_

Address \_\_\_\_\_

**This child is a student in K-12.** He/she is in grade: \_\_\_\_\_,

the name of the school: \_\_\_\_\_, in this city: \_\_\_\_\_

I am an IL resident that spent money on K-12 education-related items for this child. Spent \$ \_\_\_\_\_ on tuition, registration fees, lab fees, musical instrument rental from the school.

**This child is in college:**  Spent \$ \_\_\_\_\_ this year on higher education. \$ \_\_\_\_\_ for the actual classes (Include the 1098-T from the college with your documents), and \$ \_\_\_\_\_ for supplies including books, software, etc. The education was:  Undergraduate,  Graduate.  I am planning on taking the American Opportunity Credit (the largest undergraduate credit) and realize I can only take it for 4 years. I have already taken the credit for \_\_\_\_\_ years (it’s on or near line 50 and 68 of your previous tax returns). If you are a recurring client of ours disregard this part of the question.

**Head of Household: If you’re single or “married living separately from a spouse” for the last 6 months of year please**

**answer:** I am:  not married,  married, but lived apart from my spouse for the last 6 months of the year,

I could provide the IRS with these items if asked:  divorce decree,  separate maintenance or separation agreement,

property tax bill,  lease agreement,  utility bills,  grocery receipts,  other household bills.

YES/NO: I receive non-taxable support:  food stamps,  housing assistance,  childcare assistance