



KEY TAX SERVICE, LLC
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EITC Due Diligence Sheet Tax Year _____

**WE ARE REQUIRED TO ASK THESE QUESTIONS.
 PLEASE ANSWER ALL QUESTIONS THAT PERTAIN TO YOU!**

Which additional documentation you can provide to prove the residency and relationship with dependents:

- School records Medical records Vaccination records Day care records Social service records

Other please explain: _____

Are the last names different for your son and daughter? If so why? Where is the biological father/mother? (Please give detailed explanation)

Are any of your dependent(s) a niece, nephew, stepchild, grandchild, brother or sister? Where is the biological father/mother? Why are you caring for them?

Are you self-employed? Yes No If yes please answer questions 1-7. If no please continue to Income portion of the document.

1. How long have you owned your business? _____

2. Can you provide any documentation to substantiate your business?

- Business cards Business/occupational license (if required) Business stationary Other tax returns (sales/excise, employment, etc)
- Receipts or receipt book (with company header) Advertisements (newspaper, flyer, yellow pages, etc.)
- Other list any other documentation you can provide to substantiate your business): _____

3. Who maintains the business records? _____

4. Do you maintain separate banking accounts? Yes No

A. If "yes" what form of records were provided? _____

B. If "no" how do you differentiate between personal and business transactions and monetary assets? _____

5. In what form do you keep income and expense records? Accounting records Paid invoices/receipts Log books Computer records

Car/truck expenses Ledgers Business bank accounts

6. If none of the above how do you determine income and/or expense? _____

7. If you have no expenses please explain why? _____

Income

1. If your income is less than \$10,000 per year, how do you provide support for your dependents?

2. Are you receiving any assistance such as FIA, EBT (food stamps), or any other government assistance programs?

3. For any disabled dependents do you receive SSI, if so what support do you provide for this dependent?

I certify that the information I provided on this form is accurate and correct to the best of my knowledge.

X _____
 Tax Payer Signature

X _____
 Spouse Signature

I have made reasonable inquires to qualify the taxpayer for the EITC.

X _____
 Tax Preparer Signature

X _____
 Date