



KEY TAX SOLUTIONS  
 17515 W. 9 MILE RD., STE. 140  
 SOUTHFIELD, MI 48075  
 OFFICE: 248-569-9120 FAX: 248-569-9421

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