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Serving the Financial Lives of Appreciative Clients

**REFUNDABLE CREDITS DUE DILIGENCE
TAX YEAR 2025**

In order to comply with the new IRS regulation, tax preparers are now required to document your eligibility for certain refundable credits including the Child Tax Credit (CTC), the Additional Child Tax Credit (ACTC), the Credit for Other Dependents (ODC), the American Opportunity Tax Credit (AOTC) and the Earned Income Credit (EIC). This requirement also includes the Head of Household (HOH) Filing Status.

If you are receiving any of these credits, or are filing as Head of Household, you must read, sign and date this form.

By signing this form, I/we certify that:

1. The dependent(s) for whom the tax credit(s) will be requested can be claimed as my/our dependent(s). *Please see information on qualifications to be a dependent on the back of this page)*
2. I certify that I (we) cannot be claimed as a dependent by another taxpayer.
3. If I am the **custodial parent** - The dependent(s) for whom the tax credit(s) will be requested lived with me/us for more than half of the year, except for temporary absences. **OR** If I am the **non-custodial parent** – I have been given a signed Form 8332 by my former spouse, the custodial parent, allowing me to claim the dependent(s) on my **2025** tax return. A copy of the signed 8332 Form must be provided.
4. If I am claiming the American Opportunity Tax Credit, I/we , or my dependent(s), are providing documentation to substantiate the credit(s) being claimed, such as Form 1098-T and bills, statements and receipts for college tuition, fees, books, and material costs (*you are responsible for keeping this documentation and providing it to the IRS if you are audited or questioned.*)
5. A Child Tax Credit, Additional Child Tax Credit, American Opportunity Credit or Earned Income Credit has not been disallowed or reduced by the IRS on a past tax return.
6. I (we) can provide documentation proving the above if requested.
7. If I am claiming the Earned Income Credit (EIC) I am providing two of the following documents (these documents must have your child's name, an address that matches your address, and the dates in **2025** the child lived with you) which MTM Financial is required by the IRS to keep on file for a minimum of 3 years:

School records, medical records, adoption documents, placement documents or court records. You can also send dated statements on letterhead from the child's school, the child's childcare provider (not a relative), the child's healthcare provider, doctor, nurse or clinic, a social service agency, a placement agency official, your employer, an Indian tribal official, your landlord or property manager, a place of worship, or a shelter.

Signature: _____ Date: _____

Print Name: _____

Qualifications to claim someone as a dependent on your tax return

A Qualifying Child*:

The child must be your son, daughter, stepchild, foster child, brother, sister, half-brother, half-sister, stepbrother, stepsister, or a descendent of any of them.

The child must be (a) under the age of 19 at the end of the year and younger than you (or your spouse if filing jointly), (b) under age 24 at the end of the year, a full time student, and younger than you (or your spouse if filing jointly), or (c) any age if permanently and totally disabled.

The child must not have provided more than half of his or her own support for the year.

The child must not be filing a joint return for the year (unless that joint return is filed only to claim a refund of withheld income tax or estimated tax paid).

The child must be a US citizen, a US resident alien, a US national or a resident of Canada or Mexico.

A Qualifying Relative*:

The person can't be your qualifying child or the qualifying child of any other taxpayer.

The person must be related to you (or your spouse if filing jointly) in the following ways: child, stepchild, eligible foster child, grandchild, great grandchild, brother, sister, half-brother, half-sister, stepbrother, stepsister, father, mother, grandparent or other direct ancestor, stepfather, stepmother, son or daughter your sibling or half-sibling, brother of sister of your mother or father, brother-in-law, sister-in-law, father-in-law mother-in-law, son-in-law or daughter-in-law. **OR** not a relative but lived with you for the entire year (except for temporary absences due to illness, education or military service).

The person's gross income for the year must be less than \$5,200.

You provided more than half of the person's total support for the year.

The person must be a US citizen, a US resident alien, a US national or a resident of Canada or Mexico

** Please note that there are certain exceptions to these rules. If you believe you have someone that qualifies as a dependent, but does not meet every requirement of either a Qualifying Child or a Qualifying Relative, please do not sign this form and let your tax preparer know so further questions can be asked to determine eligibility.*