

DEPENDENT DOCUMENTATION FOR TAX PREPARATION

Three elements **MUST BE** on ALL acceptable documents:

- 1) Taxpayer's U.S. Address (matches the address in the tax return)
- 2) Taxpayer Name
- 3) Dependent's Name

NOTE: Documents will not be accepted if one of the above items is missing.
Social Security Cards are required for all taxpayers and dependents.

Dependents (Son or Daughter)	Filing Status	Required Documents in addition to Social Security Card	Example
Dependent with the same last name	MFJ	None	NA
	HOH Single	*Proof of Residency	School, Medical, or Childcare Records
Dependent with the different last name	MFJ	None	NA
	HOH Single	Proof of Residency + Proof of Relationship	School, Medical, or Childcare Records + Birth Certificate

Dependents (Other than Son or Daughter)	Filing Status	Required Documents in addition to Social Security Card	Additional Required Documents/Information
<i>Example: Niece, nephew, sister, brother, foster child, aunt, uncle, parent, or grandchild</i>	MFJ HOH Single	Proof of Residency	Signed copy of Interview Sheet with completed Due Diligence questions answered
			Explanation of how the dependent is related to the taxpayer and how/why they are the taxpayer's dependent. This information will be entered into Complete Tax on the Due Diligence Screen.

*Approved Proof of Residency documents are:

- School records
- Medical records from doctors, hospitals
or medical clinics
- Adoption or child placement records
- Court records

OR you can send dated statements on **LETTERHEAD** from:

- The child's school
- The child's childcare provider
- The child's health care provider, doctor,
nurse or clinic
- A social service agency
- The taxpayer's employer
- Landlord or property manager
- Place of worship
- Indian tribal official