

Due Diligence- Head of Household

Name _____ TY _____

1. Marital Status:

- Never Married
- Spouse Deceased
- Divorced or Separated
- Separation Agreement
- Married but lived apart from spouse entire last 6 months of the year

2. If divorced or legally separated, can you provide (if asked):

- Divorce decree
- Separation agreement

3. If married but lived apart last 6 months of the tax year, can you provide (if asked) any of the following documents showing your spouse did not live with you:

- Lease agreement
- Utility Bills
- Letter from Clergy member
- Letter from social services
- Other: _____

4. Can you provide (if asked) receipts and bills substantiating you paid more than half the cost of maintaining the home?

- Utility bills
- Rent receipts or mortgage interest statement
- Property tax bills
- Maintenance and repair bills
- Grocery receipts
- other household bills

5. Did you receive any nontaxable support/income?

- Family support
- Childcare assistance
- Food stamps
- Other: _____
- Housing assistance

6. If anyone else lives in the home, provide:

Name _____ Relationship _____

Name _____ Relationship _____

Do any of the above provide financial support for either you or your child(ren)? Yes No

7. Did your child/children live with you over half the year? Yes No

Please provide a document demonstrating the child's residency with you. Some examples include:

Insurance card, Form 1095 proof of insurance, school records/medical records
(basically anything that connects the child to your address)