IRS *e-file* Signature Authorization

OMB No. 1545-0074

Department of the Treasury Internal Revenue Service Return completed Form 8879 to your ERO. (Don't send to the IRS.)
 Go to www.irs.gov/Form8879 for the latest information.

| Subm | ission Identification Number (SID) 587278201905401fqrt7 | | | | |
|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| Тахрауе | er's name | Social security num | ber | | |
| | PRASHANTH DINDU 657-91-8287 | | | | |
| | 's name | Spouse's social sec | | | |
| | | | | | |
| Part | Tax Return Information — Tax Year Ending December 3 | 1, 2018 (Whole dollars onl | y) | | |
| 1 | Adjusted gross income (Form 1040, line 7; Form 1040NR, line 35) | | . 1 13,500. | | |
| 2 | Total tax (Form 1040, line 15; Form 1040NR, line 61) | | . 2 151. | | |
| 3 | Federal income tax withheld from Forms W-2 and 1099 (Form 1040, line | e 16; Form 1040NR, line 62a) | . 3 1,602. | | |
| 4 | Refund (Form 1040, line 20a; Form 1040-SS, Part I, line 13a; Form 1040 | | | | |
| 5 | Amount you owe (Form 1040, line 22; Form 1040NR, line 75) | | | | |
| Part | II Taxpayer Declaration and Signature Authorization (Be s | ure you get and keep a c | opy of your return) | | |
| reason Agent t of my for remain Treasur date. I answer | for (ERO) to send my return to the IRS and to receive from the IRS (a) an acknowledge for any delay in processing the return or refund, and (c) the date of any refund. If ap o initiate an ACH electronic funds withdrawal (direct debit) entry to the financial institu ederal taxes owed on this return and/or a payment of estimated tax, and the financial in in full force and effect until I notify the U.S. Treasury Financial Agent to terminate the a py Financial Agent at 1-888-353-4537 . Payment cancellation requests must be receive also authorize the financial institutions involved in the processing of the electronic p inquiries and resolve issues related to the payment. I further acknowledge that the nic income tax return and, if applicable, my Electronic Funds Withdrawal Consent. | blicable, I authorize the U.S. Treas tion account indicated in the tax p institution to debit the entry to this uthorization. To revoke (cancel) a bd no later than 2 business days payment of taxes to receive confi | sury and its designated Financial preparation software for payment account. This authorization is to payment, I must contact the U.S. prior to the payment (settlement) dential information necessary to | | |
| Тахра | ayer's PIN: check one box only | | | | |
| X | l authorize GLOBAL TAXES LLC to | enter or generate my PIN | 1 8 2 8 7 | | |
| | ERO firm name | | Enter five digits, but | | |
| | as my signature on my tax year 2018 electronically filed income tax re | turn. | don't enter all zeros | | |
| | I will enter my PIN as my signature on my tax year 2018 electronically entering your own PIN and your return is filed using the Practitioner P | | | | |
| Your s | signature ► | Date► | | | |
| Spous | se's PIN: check one box only | | | | |
| | l authorize to | enter or generate my PIN | | | |
| | ERO firm name | . . | Enter five digits, but | | |
| | as my signature on my tax year 2018 electronically filed income tax re | turn. | don't enter all zeros | | |
| | I will enter my PIN as my signature on my tax year 2018 electronically entering your own PIN and your return is filed using the Practitioner P | | | | |
| Spous | se's signature | Date ► | | | |
| | Practitioner PIN Method Returns Only | | | | |
| Part | III Certification and Authentication – Practitioner PIN Met | nod Only | | | |
| ERO's | SEFIN/PIN. Enter your six-digit EFIN followed by your five-digit self-selection | | 7 8 1 2 3 4 5 t enter all zeros | | |

I certify that the above numeric entry is my PIN, which is my signature for the tax year 2018 electronically filed income tax return for the taxpayer(s) indicated above. I confirm that I am submitting this return in accordance with the requirements of the Practitioner PIN method and **Pub. 1345**, Handbook for Authorized IRS *e-file* Providers of Individual Income Tax Returns.

ERO's signature ►

Date 🕨

ERO Must Retain This Form — See Instructions Don't Submit This Form to the IRS Unless Requested To Do So

For Paperwork Reduction Act Notice, see your tax return instructions. BAA

Form **9325**

(January 2017)

Department of the Treasury - Internal Revenue Service

Acknowledgement and General Information for Taxpayers Who File Returns Electronically

| Thank you for participating in IRS e-file. | |
|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 657-91-8287 Taxpayer name PRASHANTH DINDU | |
| Taxpayer address (optional) | _ |
| 3001 COLONIAL PKWY | |
| CEDAR PARK TX 78613 | _ |
| 1. X Your federal income tax return for 2018 | was filed electronically with the Philadelphia |
| | g services were provided byGLOBAL TAXES LLC |
| signature. You entered a PIN or authorized the Ele for you. The Submission ID assigned to your return 3. Your return was accepted on | sing a Personal Identification Number (PIN) as your electronic ectronic Return Originator (ERO) to enter or generate a PIN in is <u>587278201905401fqrt7</u> . Allow 4 to 6 weeks for the processing of your return. ption on your return may be reduced or disallowed due to a |
| child's name and social security number mismatch | L. |
| 4. 🗌 Your electronic funds withdrawal payment request | was accepted for processing. |
| 5. Your electronic funds withdrawal payment request Tax" section. | was not accepted for processing. Refer to the "If You Owe |
| 6. Your Form 4868, Application for Automatic Extens accepted on The S is | ion of Time to File U.S. Individual Income Tax Return, was Submission ID assigned to your extension |
| · | OF YOUR RETURN TO THE IRS. |

If You Need to Make a Change to Your Return

IF YOU DO, IT WILL DELAY THE PROCESSING OF THE RETURN.

If you need to make a change or correct the return you filed electronically, you should send a Form 1040X, Amended U.S. Individual Income Tax Return, to the IRS Submission Processing Center that processes paper returns for your area. The address is available at *www.irs.gov*, or you can call the IRS toll-free at 1-800-829-1040.

If You Need to Ask About Your Refund

The IRS notifies your Electronic Return Originator (ERO) when your return is accepted, usually within 48 hours. If your return was not accepted, the IRS notifies your ERO of the reasons for rejection. If it has been more than three weeks since the IRS accepted your return and you have not received your refund, go to *www.irs.gov* and click on "Where's My Refund?" to view your refund status. Exception: If box 3 above is checked, allow 4 to 6 weeks for processing of your return. A notice will be sent to you advising of changes to your return.

Also, you can call the TeleTax line at 1-800-829-4477, for automated refund information. You should have available the first social security number shown on your return, your filing status, and the exact amount of the refund you expect. TeleTax gives you the date for mailing or depositing your refund. You should receive your refund check within 30 days of the date given by TeleTax, or within one week of that date, if you chose direct deposit. If you do not receive it by then, or if TeleTax does not give your refund information, call the Refund Hotline at 1-800-829-1954.

The IRS uses refunds to cover overdue taxes and notifies you when this occurs. The Fiscal Service offsets refunds through the Treasury Offset Program to cover past due child support, federal agency non-tax debts such as student loans and state income tax obligations. Fiscal Service sends you an offset notice if it applies your refund or part of your refund to non-tax debts. If you have questions about the offset, contact the agency identified in the notice. You may also call the Treasury Offset Program Call Center at 1-800-304-3107, if you have additional questions.

If You Owe Tax

If your return has a balance due, you must pay the amount you owe by the prescribed due date. If you paid by electronic funds withdrawal (direct debit) or by credit card, no voucher is needed. The credit card service providers will charge a convenience fee based on the amount of taxes you are paying. The fees and the type of credit or debit cards accepted may vary between providers. You will be told the amount of the fee during the transaction and you will be given the option to either continue or end the transaction. For information on paying your taxes electronically, including by credit or debit card, go to *www.irs.gov/e-pay*.

If you are not paying electronically you may use Form 1040-V, Payment Voucher, which you can obtain from your Electronic Return Originator. If the IRS does not receive your payment by the prescribed due date, you will receive a notice that requests full payment of the tax due, plus penalties and interest. If you can not pay the amount in full, complete Form 9465, Installment Agreement Request, which you may file electronically. To apply for an installment agreement online, go to *www.irs.gov*. You may also order Form 9465 by calling 1-800-TAX-FORM (1-800-829-3676). If approved, the IRS charges a user fee to set up an installment agreement.

If You Need to Inquire About Your Electronic Funds Withdrawal Payment

You may call 1-888-353-4537 to inquire about the status of your electronic funds withdrawal payment. If there is a change to the bank account information included on your return, you should call this number to cancel a scheduled payment. You should have available the social security number of the first person listed on the tax return, the payment amount, and the bank account number. Cancellation requests must be received no later than 11:59 p.m. E.T. two business days prior to the scheduled payment date.

Tax Refund Related Financial Products

Financial institutions offer a variety of financial products to taxpayers based on their refunds. Contracts for financial products are between you and the financial institution. The IRS is not associated with the contract. **If you have questions about tax refund related products, contact your Electronic Return Originator or the lender.**

| 1040 | Depa | rtment of the Treasury-Internal Revenue Service 5. Individual Income Tax | | (99) ' n | 20 | 18 | OMB No. | 545-0074 | IRS Use C | nly—Do | not write | or star | ole in thi | s space. |
|--------------------------------------------------------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------------|------------|----------|--------------------|-----------------|-------------|---------------------|-------------|------------|---------------|------------------|
| Filing status: | X s | | ied filing s | | v Пн | ead of h | ousehold | | ing widow(e | er) | | | | |
| Your first name | | | ast name | | , | | | | ing maom(c | <u></u> | ır socia | al secu | uritv nu | Imber |
| PRASHANT | | | DINDU | | | | | | | | 7-91 | | - | |
| Your standard d | | | - | Π γ | ′ou were k | orn bef | ore January | 2, 1954 | You | are blin | | . 01 | 07 | |
| | | | .ast name | | | | | _, | | | | ocial s | security | / number |
| | | | | | | | | | | | | | | |
| Spouse standard | deduct | on: Someone can claim your spouse a | s a depe | ndent | | use was | s born befor | e January 2 | 2, 1954 | × | Full-vea | r healt | h care | coverage |
| Spouse is bli | | Spouse itemizes on a separate retur | | | · | | | , | | | or exen | | | g- |
| Home address (| numbe | r and street). If you have a P.O. box, see in | struction | s. | | | | | Apt. no. | Pre | sidentia | l Electi | on Cam | paign |
| 3001 COL | ONI. | AL PKWY | | | | | | | | (see | inst.) | | You | Spouse |
| City, town or po | st offic | e, state, and ZIP code. If you have a foreig | n address | s, attach | Schedule | 6. | | · · · | | lf m | nore tha | ın four | depen | dents, |
| CEDAR PA | RK | TX 78613 | | | | | | | | | e inst. a | | | |
| Dependents (| see ir | structions): | (2) Soc | ial securit | y number | (3) | Relationship t | o you | (4 | i) √ ifq | ualifies fo | or (see i | nst.): | |
| (1) First name | | Last name | | | | | | | Child tax | credit | C | redit for | other de | ependents |
| | | | | | | | | | |] | | | | |
| | | | | | | | | | |] | | | | |
| | | | | | | | | | |] | | | | |
| | | | | | | | | | |] | | | | |
| | | enalties of perjury, I declare that I have examined and complete. Declaration of preparer (other than | | | | | | | | knowledg | je and b | elief, the | ey are tri | ue, |
| Here | | our signature | laxpayer) | Date | 1 | | cupation | I Has ally Kill | wiedge. | If the I | RS sent | vou an | Identity | Protection |
| Joint return? | N İ | | | | | | WARE E | NGINEE | R | PIN, er | nter it | | TT | |
| See instructions. Keep a copy for | s | oouse's signature. If a joint return, both mu | st sian. | Date | | | 's occupatio | | | here (s If the I | / | you an | Identity | Protection |
| your records. | | | 5 | | | | | | | PIN, er here (s | | | ΤŤ | |
| | P | eparer's name Prepare | r's signat | ure | | | | PTIN | F | Firm's E | | Chec | k if: | |
| Paid | APF | ANA RUPA VENKATA SATYA SAI MANIKUMAR | | | | | | P02090 | 1332 | | | | | Designee |
| Preparer | | rm's name ► GLOBAL TAXES L | LC | | | | | Phone no. | | | | | Self-emp | • |
| Use Only | | m's address ► 2530 Pebble Cr | | n Cu | mmina | GA | 30041 | | | | | | | - |
| For Disclosure, I | | Act, and Paperwork Reduction Act Not | | | | | | | | | | Fo | orm 10 | 40 (2018) |
| ,- | | ·····, -···· | , | | | | | | | | | | | |
| Form 1040 (2018) |) | | | | | | | | | | | | | Page 2 |
| | 1 | Wages, salaries, tips, etc. Attach Form(s) | W-2 . | | | · · | | | | 1 | | | 13, | 500. |
| Attach Form(s) | 2a | Tax-exempt interest 2a | | | | | b Taxable i | nterest . | | 2b | | | | |
| W-2. Also attach | 3a | Qualified dividends 3a | | | | | b Ordinary | dividends | | 3b | | | | |
| Form(s) W-2G and 1099-R if tax was | 4a | IRAs, pensions, and annuities . 4a | | | | | b Taxable a | amount . | | 4b | | | | |
| withheld. | 5a | Social security benefits 5a | | b Taxable amount | | | 5b | | | | | | | |
| | 6 | Total income. Add lines 1 through 5. Add any amount from Schedule 1, line 22 Adjusted gross income. If you have no adjustments to income, enter the amount from line 6; otherwise, | | | | | 6 | | | 13, | 500. | | | |
| Standard | 7 | subtract Schedule 1, line 36, from line 6 | | | | | | m line 6; c | inerwise, | 7 | | | 13, | 500. |
| Deduction for— | 8 | Standard deduction or itemized deduction | | | | | | | | 8 | | | | 000. |
| Single or married filing separately, | 9 | Qualified business income deduction (see instructions) | | | | | | 9 | | | | | | |
| \$12,000 | 10 | | | | | | | 10 | | | 1, | 500. | | |
| Married filing jointly or Qualifying | 11 | a Tax (see inst.) 151. (check if any from: 1 Form(s) 8814 2 Form 4972 3 () | | | | | | | | | | | | |
| widow(er), \$24,000 | | b Add any amount from Schedule 2 and check here | | | | | | 11 | | | | 151. | | |
| Head of | 12 | a Child tax credit/credit for other dependents b Add any amount from Schedule 3 and check here | | | | | | 12 | | | | | | |
| household, \$18,000 | 13 | Subtract line 12 from line 11. If zero or les | s, enter - | 0 | | | | | | 13 | | | | 151. |
| If you checked | 14 | Other taxes. Attach Schedule 4 | | | | 14 | | | | 0. | | | | |
| any box under Standard | 15 | Total tax. Add lines 13 and 14 | | | | 15 | | | | 151. | | | | |
| deduction, see instructions. | 16 | Federal income tax withheld from Forms | W-2 and | 1099 | | | | | | 16 | | | 1, | 602. |
| | 17 | Refundable credits: a EIC (see inst.) No | | b Sch. | 8812 | | c Form | n 8863 | | | | | | |
| | | Add any amount from Schedule 5 | | | | | | | | 17 | | | | |
| | 18 | Add lines 16 and 17. These are your total | payment | s. | | | | | | 18 | | | | 602. |
| Refund | 19 | If line 18 is more than line 15, subtract line | | | | | | oaid | · <u>·</u> | 19 | | | | 451. |
| | 20a | Amount of line 19 you want refunded to | | | | | k here . | | | 20a | | | 1, | 451. |
| Direct deposit? See instructions. | ► b | - |) () (| | | Type: | X Checki | ng 🗌 | Savings | | | | | |
| | ►d | Account number 3 2 5 0 6 | 5 1 2 | 2 6 | 66 | 8 1 | | | J | | | | | |
| | 21 | Amount of line 19 you want applied to your | | | | | 21 | | | | | | | |
| Amount You Owe | | Amount you owe. Subtract line 18 from I | | | | | 1 | ons | . 🕨 | 22 | | | | |
| | 23 | Estimated tax penalty (see instructions) . | | | | | 23 | | | | | | | |

Go to *www.irs.gov/Form1040* for instructions and the latest information.

Form **8867**

Paid Prenarer's Due Diligence Checklist

| 9 | 8867 | Paid Preparer's Due Diligence Cl | hecklist | | | . 1545-0074 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------|------------------|-------------|
| Form UUU Earned Income Credit (EIC), American Opportunity Tax Credit (AOTC), Child Tax Credit (CTC) (including the Additional | | | | | nal DC | 19 |
| Department of the Treasury Child Tax Credit (ACTĆ) and Credit for Other Dependents (ODC)), and Head of Household (HOH) Filing Status To be completed by preparer and filed with Form 1040, 1040NR, 1040SS, or 1040PR. | | | | | Attachm | |
| Internal Revenue Service For instructions and the latest information. | | | | | | e No. 70 |
| Тахрау | er name(s) shown or | n return | | | entification num | ber |
| | SHANTH DINI | | | 657-91 | -8287 | |
| | reparer's name and | | | | | |
| - | | ENKATA SATYA SAI MANIKUMAR | | P02090 | 332 | |
| Par | Due Dilig | gence Requirements | | | | |
| Pleas | e check the app | propriate box for the credit(s) and/or HOH filing status claimed on | EIC | CTC/ | AOTC | HOH |
| this | s return and con | nplete the related Parts I–V for the benefit(s), and/or HOH filing | _ | ACTC/OD | | |
| | | status claimed (check all that apply). | × | | | |
| 1 | Did vou comp | lete the return based on information for tax year 2018 provided | | | | |
| | | er or reasonably obtained by you? | X | Yes | No | |
| 2 | If credits are c | laimed on the return, did you complete the applicable EIC and/ | | | | |
| - | | ODC worksheets found in the Form 1040, 1040SS, 1040PR, or | | | | |
| | | ictions, and/or the AOTC worksheet found in the Form 8863 | | | | |
| | | r your own worksheet(s) that provides the same information, | _ | | | _ |
| | | forms and schedules for each credit claimed? | × | Yes | No | N/A |
| 3 | | sfy the knowledge requirement? To meet the knowledge ou must do both of the following. | | | | |
| | | taxpayer, ask questions, and document the taxpayer's determine that the taxpayer is eligible to claim the credit(s) filing status. | | | | |
| | | mation to determine that the taxpayer is eligible to claim the /or HOH filing status and the amount of any credit(s) claimed. | X | Yes | No | |
| 4 | preparing the incorrect, inco | mation provided by the taxpayer or a third party for use in return, or information reasonably known to you, appear to be mplete, or inconsistent? (If "Yes," answer questions 4a and 4b. question 5.) | | Yes | X No | |
| а | Did you make | reasonable inquiries to determine the correct, complete, and | | | | |
| | consistent info | rmation? | | Yes | No | |
| b | Did you doc | ument your inquiries? (Documentation should include the $\left\lceil ight.$ | | | | |
| | | asked, whom you asked, when you asked, the information that | | | | |
| | | and the impact the information had on your preparation of the | | | | |
| | return.) | | | Yes | No | |
| 5 | retention requireferenced in worksheet(s), a | sfy the record retention requirement? To meet the record uirement, you must keep a copy of your documentation 4b, a copy of this Form 8867, a copy of any applicable a record of how, when, and from whom the information used to 8867 and any applicable worksheet(s) was obtained, and a | | | | |
| | | document(s) provided by the taxpayer that you relied on to ibility for the credit(s) and/or HOH filing status or to compute the credit(s) | X | Yes | No | |
| | List those doc | uments, if any, that you relied on. | | | | |

| 6 | Did you ask the taxpayer whether he/she could provide documentation to substantiate eligibility for the credit(s) and/or HOH filing status and the amount of any credit(s) claimed on the return if his/her return is selected for audit? | | | | |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----|-------|---------------------|
| 7 | Did you ask the taxpayer if any of these credits were disallowed or reduced in a previous year? | <u> </u> | Yes | No | |
| а | (If credits were disallowed or reduced, go to question 7a; if not, go to question 8.) Did you complete the required recertification Form 8862? | | | | < <u>N/A</u> N/A |
| 8 | If the taxpayer is reporting self-employment income, did you ask questions to prepare a complete and correct Form 1040, Schedule C? | | |]No [|] N/A |
| For Pa | aperwork Reduction Act Notice, see separate instructions. | 22/18 PRO | | Form | 8867 (2018) |

| Part | If The Due Diligence Questions for Returns Claiming EIC (If the return does not claim EIC, go to Part III.) | | | | | | |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------|------|-----|--|--|
| | | EIC | CTC/ ACTC/ODC | AOTC | НОН | | |
| 9a | Have you determined that this taxpayer is, in fact, eligible to claim the EIC for the number of children for whom the EIC is claimed, or to claim the EIC if the taxpayer has no qualifying child? (Skip 9b and 9c if the taxpayer is claiming the EIC and does not have a qualifying child.) | 🗙 Yes 🗌 No | | | | | |
| b | Did you ask the taxpayer if the child lived with the taxpayer for over half of the year, even if the taxpayer has supported the child the entire year? | □Yes□No | | | | | |
| с | Did you explain to the taxpayer the rules about claiming the EIC when a child is the qualifying child of more than one person (tiebreaker rules)? | Yes No | | | | | |

| Part III | Due Diligence Questions for Returns Claiming CTC/ACTC/ODC (If the return does not claim CTC, ACTC, or ODC, go |
|----------|---------------------------------------------------------------------------------------------------------------|
| | to Part IV.) |

| | | EIC | CTC/ ACTC/OE | AOTO | с нон | |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------|-------------|--------|--|
| 10 | Have you determined that each qualifying person for the CTC/ACTC/ODC is the taxpayer's dependent who is a citizen, national, or resident of the United States? | | ☐ Yes ☐ | No | | |
| 11 | Did you explain to the taxpayer that he/she may not claim the CTC/ACTC if the taxpayer has not lived with the child for over half of the year, even if the taxpayer has supported the child, unless the child's custodial parent has released a claim to exemption for the child? | | ☐ Yes ☐ | No | | |
| 12 | Did you explain to the taxpayer the rules about claiming the CTC/ACTC/ODC for a child of divorced or separated parents (or parents who live apart), including any requirement to attach a Form 8332 or similar statement to the return? | | ☐ Yes ☐ ☐ N/A | No | | |
| Part | Part IV Due Diligence Questions for Returns Claiming AOTC (If the return does not claim AOTC, go to Part V.) | | | | | |
| | | EIC | CTC/ ACTC/ODC | AOTC | НОН | |
| 13 | Did the taxpayer provide the required substantiation for the credit, including a Form 1098-T and/or receipts for the qualified tuition and related expenses for the claimed AOTC? | | | □ Yes □ I | No | |
| Parl | V Due Diligence Questions for Claiming HOH (If the return does not claim | HOH filing | status, go to | o Part VI.) | | |
| | | EIC | CTC/ ACTC/ODC | AOTC | НОН | |
| 14 | Have you determined that the taxpayer was unmarried or considered unmarried on the last day of the tax year and provided more than half of the cost of keeping up a home for the year for a qualifying person? | | | | Yes No | |

Part VI Eligibility Certification

You will have complied with all due diligence requirements for claiming the applicable credit(s) and/or HOH filing status on the return of the taxpayer identified above if you:

- A. Interview the taxpayer, ask adequate questions, document the taxpayer's responses on the return or in your notes, review adequate information to determine if the taxpayer is eligible to claim the credit(s) and/or HOH filing status and to determine the amount of the credit(s) claimed;
- B. Complete this Form 8867 truthfully and accurately and complete the actions described in this checklist for any applicable credit(s) claimed and HOH filing status, if claimed;
- C. Submit Form 8867 in the manner required; and
- D. Keep all five of the following records for 3 years from the latest of the dates specified in the Form 8867 instructions under Document Retention.
 - 1. A copy of Form 8867;
 - 2. The applicable worksheet(s) or your own worksheet(s) for any credit(s) claimed;
 - Copies of any documents provided by the taxpayer on which you relied to determine eligibility for the credit(s) and/or HOH filing status;
 - 4. A record of how, when, and from whom the information used to prepare this form and the applicable worksheet(s) was obtained; and
 - 5. A record of any additional questions you may have asked to determine eligibility to claim the credit(s), and/or HOH filing status and the amount(s) of any credit(s) claimed and the taxpayer's answers.
- If you have not complied with all due diligence requirements, you may have to pay a \$520 penalty for each failure to comply related to a claim of an applicable credit or HOH filing status.

| 15 | Do you certify that all of the answers on this Form 8867 are, to the best of | |
|----|------------------------------------------------------------------------------|------------|
| | your knowledge, true, correct, and complete? | 🗙 Yes 🗌 No |