



Office use only

### Due Diligence Checklist for Claiming the Working Family Household and Dependent Care Credit (WFHDC)

Taxpayer first name and initial	Taxpayer last name
Spouse's first name and initial	Spouse's last name
Assisting individual's name	
Assisting individual's relationship to taxpayer	Assisting individual's license number, if applicable

Last four digits of identification number
Last four digits of identification number

**Tax year**

**Purpose:** Anyone assisting a taxpayer in claiming the working family household and dependent care credit (WFHDC) is expected to review supporting documentation to verify credit eligibility, to ask clarifying questions, and to inform the taxpayer a penalty may be assessed if they knowingly claim a false credit. This form does not prevent a penalty from being imposed, but is designed to help guide individuals assisting taxpayers with their WFHDC claims. This form is not mandatory, but may help the assisting individual and taxpayer understand their responsibilities when submitting a WFHDC claim.

A penalty may be charged if anyone knowingly claims a false WFHDC credit, or if anyone knowingly assists someone in claiming a false credit. The penalty may be up to 25 percent of the amount claimed.

**Instructions:** The individual assisting the taxpayer will complete Part 1. The taxpayer claiming the credit will complete Part 2. Do not submit this form with the return. Both parties should keep a copy with their records.

**Part 1. Assisting individual.**

1. Did you complete the WFHDC claim based on information provided by the taxpayer?..... 1.  Yes  No
2. Did you review the information, interview the taxpayer, ask adequate questions, and document the taxpayer's responses to determine that the taxpayer is eligible to claim the credit? ..... 2.  Yes  No
3. Did you ask the taxpayer if the credit was claimed and disallowed or reduced in a previous year? .... 3.  Yes  No
4. Did any information provided to you in connection with preparing the return appear to be incorrect, incomplete or inconsistent? If the answer is no, skip to line 6..... 4.  Yes  No
5. Did you make reasonable inquires to the taxpayer to determine the correct or complete information? ..... 5.  Yes  No
6. Did you explain to the taxpayer that they may receive a penalty of up to 25 percent of the amount claimed for knowingly filing a false WFHDC credit?..... 6.  Yes  No

Under penalty of perjury, I declare that I have:

- Examined the taxpayer's return and accompanying documentation for the WFHDC claim, and
- Asked clarifying questions to ensure credit eligibility, and
- Advised the taxpayer of the WFHDC penalty for knowingly false claims.

To the best of my knowledge and belief, the taxpayer's WFHDC claim and accompanying schedules and statements are true, correct, and complete. This declaration is based on all information of which I have any knowledge.

Assisting individual signature	Date
X	/ /



**Part 2. Taxpayer.**

7. Did the individual listed on the prior page assist you with the filing of the WFHDC claim?.....7.  Yes  No
8. Did the individual listed on the prior page explain that a penalty of up to 25 percent of the amount claimed may be assessed for knowingly filing a false WFHDC claim? .....8.  Yes  No

Under penalty of perjury, I declare these statements to be true, correct, and complete.

Taxpayer signature  X	Date / /
Spouse's signature  X	Date / /