

*Sauppé Tax Service LLC*  
*Due Diligence Checklist - 2023*

TO BE COMPLETED BY TAXPAYER AND SPOUSE

Taxpayer Name \_\_\_\_\_ Spouse Name \_\_\_\_\_

1	Do you, your spouse, and all your dependents have social security numbers? If you have only an ITIN (taxpayer identification number that begins with 9) or an ATIN (temporary number for a child you are in the process of adopting), you should answer <b>no</b> . <b>You must include copies of all social security cards if you have not previously provided them.</b>	YES	NO	
2	Did you reside in the United States for <u>more</u> than ½ of the year? Active duty military personnel stationed overseas may answer yes to this question.	YES	NO	
3	Were you, your spouse, or any of the people you claimed as dependents a nonresident alien for any part of 2023?	YES	NO	
4	Are you considered a "qualifying child" of any other person? If you are filing a joint return for 2023 with your spouse, you may answer no. If you are 25 or older, and <u>not</u> permanently and totally disabled, you may answer no to this question.	YES	NO	
5	Did all the children or others listed as your dependents on our annual questionnaire reside with you for <u>more than</u> ½ of the year? <b>You MUST be able to provide proof of residency.</b>	YES	NO	N/A
6	Can your dependents be claimed as a qualifying dependent by any other person besides yourself or your spouse (if filing jointly)? If yes, provide details on this person, and what the relationship is to the child or children.	YES	NO	N/A
7	Are any of the people you are claiming as dependents married?	YES	NO	N/A
8	If you answered yes to question #7, do you meet all the requirements for claiming the person as your dependent in 2023?	YES	NO	N/A
9	Is the income you are reporting on your 2023 tax return all the income you and your spouse have earned for the year, and is it sufficient to support yourself and your family?	YES	NO	
10	If you are in business for yourself, have you provided all the expenses for this business so that the proper net income is reflected on the tax return and have you filed all required other tax returns for the business (sales tax, payroll, etc)?	YES	NO	N/A
11	Did <b>you</b> (or you and your spouse if filing jointly) pay <u>over</u> one half the cost of maintaining your home for 2023? Do not count any money received from government assistance programs as support you provided.	YES	NO	
12	Does anyone else besides your spouse and/or dependents reside in your home in 2023? If yes, please provide details including name, relationship, and financial support provided	YES	NO	N/A
13	Have any credits (EIC, AOTC, or CTC) been denied by the IRS in past years? If yes, please provide details.	YES	NO	

I/We hereby certify that all the information we have provided is true, accurate, and complete.

Taxpayer Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse Signature \_\_\_\_\_ Date \_\_\_\_\_

## TO BE COMPLETED BY SAUPPE TAX SERVICE

1	Does the taxpayer have over \$10,000 of disqualifying income?	YES	NO
2	Is the taxpayer filing married filing separately?	YES	NO
3	Will the taxpayer file Form 2555 or Form 2555EZ?	YES	NO
4	Is the taxpayer filing a short period return?	YES	NO
5	Are the taxpayer's earned income and adjusted gross income below the filing threshold for his or her filing status and number of children?	YES	NO
6	If the taxpayer has no children, is he or she at least 25 but below 65?	YES	NO
7	Has the taxpayer provided copies of all social security cards if required?	YES	NO