Child Tax Credit (and/or \$500 Other Dependent Tax Credit) - Tax Year: <u>Select Year</u>



Child Tax Credit (CTC)

**Due Diligence (DD)** 

**Other Dependent Tax Credit (ODTC)** 

Please fill-in capital letters.

**Tax Payer Name:** 

Child and/or Other Dependent's Name:

## <u> One Form per Each Child / Other Dependent</u>

For more than one Child or Other Dependent, please make copy of this template by using Adobe Reader Option: File / Extract File from Portfolio.

Child / Other Dependent Tax Credit & Due Diligence (DD) Child Tax Credit (CTC) / Additional Child Tax Credit (ACTC) / Other Dependent Tax Credit (ODTC)

- 1 The Child / Other Dependent must be in the USA in the current Tax Year (CTY) and be a "qualified dependent" of the Taxpayer.
- 2 Only "qualified period stay" in the USA qualifies for IRS tax credit.
- **3** Each Child / Other Dependent MUST have a Social Security Number and / or ITIN.
- 4 Child Tax / Other Dependent Credit is phased out (i.e. progressively reduced to Zero) at various income levels.
- 5 Please complete One Form Per Each Child / Other Dependent separately.

If you are eligible to claim child tax credit (Other Dependent Tax Credit), please submit the following "Due Diligence" certification information <u>and</u> proofs.

**<u>Proof of Residency (Stay) in the USA</u> of the Qualifying Child / Other Dependent** <u>**Please submit Copies as "Proof Of Stay in the USA"**</u>

(1) Photo ID & (2) Date of Entry in USA &
(3) USA School Records & (4) USA Medical Records
(For items 3 & 4, one Proof for each Calendar Quarter)
<u>OR</u> A Certificate from your Employer certifying proof of stay with details of name/s of family member, SSN/ITIN, Dates of Stay in the USA.

## Child Tax Credit (and/or Other Dependent Tax Credit)

## If you do not reply, "Yes" will be assumed.

- 1 If required, would you be able to provide additional documentation to substantiate eligibility for and the amount of the credit/s claimed on your tax return?
- 2 CTC / ACTC / ODTC was NOT disallowed or reduced in a previous year.
- 3 The eligible child / Other Dependent reside with the Taxpayer <u>in the USA</u> who is claiming CTC / ACTC / ODTC.
- 4 There is NO active Form 8332, Release/Revocation of Claim to Exemption for Child by Custodial parent.
- 5 The Taxpayer has NOT released the claim to another person.
- 6 Number of Days of Child's / Other Dependent's <u>Physical Presence in the USA</u> <u>during 3 Years.</u> Current Tax Year i.e. **CTY** (Must be 31 Days or More) X 1

Current Tax Year (CTY)

Preceding Tax Year i.e. LY1 - At 1/3rd of Actual Days

Previous to Preceding Tax Year i.e. LY2 - At 1/6 the of Actual Days

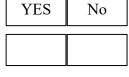
**TOTAL for 3 Years** 

Signature (Tax Payer)

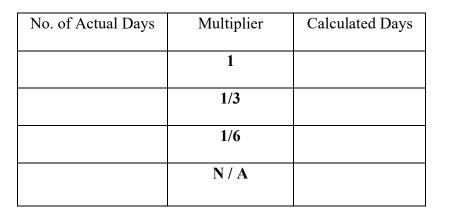
Please enter the total after manual calculation

Name (Tax Payer)

Date: DD/MM/YYYY







<b>Tax Year CTY - Continued</b>	ar CTY - Continued
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