

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



**CTC/ODTC DD
Form**

Please fill-in capital letters.

Child Tax Credit (CTC)
Other Dependent Tax Credit (ODTC)
Due Diligence (DD)

Tax Payer Name:

Child and/or Other Dependent's Name:

One Form per Each Child / Other Dependent

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 and proofs.

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



**(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)
OR 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)

Tax Year CTY - Continued

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 in the USA 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 Physical Presence in the USA during 3 Years. Current Tax Year i.e. **CTY** (Must be 31 Days or More) X 1

YES	No

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 Please enter the total after manual calculation

No. of Actual Days	Multiplier	Calculated Days
	1	
	1/3	
	1/6	
	N / A	

Signature (**Tax Payer**)

Name (**Tax Payer**)

Date:
DD/MM/YYYY