# 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.**

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

| | | YES | No |
|---|---|---|---|
| 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

| | No. of Actual Days | Multiplier | Calculated Days |
|---|---|---|---|
| Current Tax Year (**CTY**) | | **1** | |
| Preceding Tax Year i.e. **LY1** - At 1/3rd of Actual Days | | **1/3** | |
| Previous to Preceding Tax Year i.e. **LY2** - At 1/6 the of Actual Days | | **1/6** | |
| **TOTAL for 3 Years** Please enter the total after manual calculation | **0** | **N / A** | |

Signature (**Tax Payer**)

Name (**Tax Payer**)

Date:
**DD/MM/YYYY**