

# Education Due Diligence Interview Question

Last Name \_\_\_\_\_

Last 4 SSN \_\_\_\_\_

Who attended school?  Taxpayer/Spouse  Dependent (a due diligence is needed for each student)

## EDUCATION DOCUMENTATION

Does the taxpayer have 1098-T?  Yes – Skip to Section 2  No – Go to Section 1

## SECTION 1 – SCHOOL INFORMATION

Name of School \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

EIN if known \_\_\_\_\_

Area of Study \_\_\_\_\_  Full Time  Part Time

Why is there no 1098-T? \_\_\_\_\_

What can taxpayer provide to show evidence of school?  Receipts  Portal/login  Other \_\_\_\_\_

## SECTION 2 - EXPENSES

### Out of pocket expenses

List eligible expenses:

\$\_\_\_\_\_ Tuition Cost      \$\_\_\_\_\_ Laptops/Electronics      \$\_\_\_\_\_ Equipment  
\$\_\_\_\_\_ Books      \$\_\_\_\_\_ School Supplies      \$\_\_\_\_\_ Other \_\_\_\_\_

What can taxpayer provide to show payment for expenses?  Receipts  Bank Statement  Other \_\_\_\_\_

## NOTES

*By typing my name below, I, the Tax Preparer, certify that the information was provided by the taxpayer, who affirms that all information provided relating to education expenses, student status, and eligibility requirements is accurate and complete. I have exercised due diligence by reviewing the information provided, asking reasonable follow-up questions, and preparing the return in compliance with IRS regulations governing education-related tax benefits.*

Tax Preparer Name \_\_\_\_\_

Date \_\_\_\_\_