

If you are entitled to the **Earned Income Tax Credit** &/or the **Additional Child Tax Credit**, due diligence questions will be asked, and you will sign attestation to these questions. In addition, your tax preparer MUST record that your dependent(s) are cared for and reside in your home.

For Mission Financial Services Group to maintain the highest standards of tax preparation AND representation for YOU and your family, we require ONE statement PER child that is listed below:

Please choose only ONE form of documentation that is most convenient for you to provide us.

-A school record or report card that shows the child's name and address of record.

-OR- A child care statement showing the child's name, address of record, and name of responsible paying party.

-OR- A health care/medical bill showing the child's name, address of record, and name of responsible paying party.

-OR- A placement agency/social services statement.

*In addition,*

If YOU file as "Head of Household", we also need a copy of a utility bill OR a mortgage statement or rent receipt.