The Due Diligence Must Do's
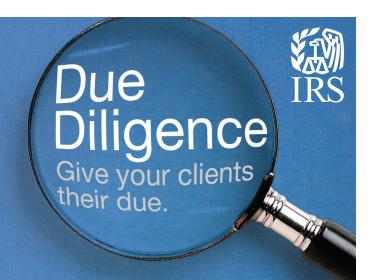
Know the law

Ask all the right questions

Get all the facts

Document as you go

Due Diligence
Give your clients their due.

IRS

Tax Preparers Guide to Everything
Earned Income Tax Credit Online

Use this electronic publication, to easily find the technical information you need to accurately determine if your clients qualify for EITC and meet your due diligence requirements. We have links to all IRS's online tools, information, and guidance for Earned Income Tax Credit or EITC.

Most of the information you need is in one convenient place, the EITC Toolkit for Return Preparers. Follow this link to the **Return Preparer Toolkit on EITC Central**

And, be sure to bookmark our **Hot Topics for Return Preparers** section to make sure you keep current with all things related to EITC.

EITC Due Diligence Requirements
Paid preparers must meet four due diligence requirements on returns when considering EITC. The Return Preparer's toolkit on our EITC Central has information on the law and related regulations and provides you information on how to meet your due diligence requirements. **Read more about your responsibilities and learn how to protect yourself from potential penalties in the Preparer Due Diligence section of our Preparer Toolkit**.

EITC Preparer Compliance Program
IRS has a targeted, tailored and tiered compliance approach. Our goal is to increase the accuracy of EITC claims and make sure all preparers are aware of and operate under the same rules. **Learn about IRS's approach to reduce the number of EITC claims filed by paid preparers in error on our Return Preparer Toolkit**.

Will Your Clients Qualify for EITC this Year?
Visit our **www.irs.gov/eitc** page for the basic qualifications and special rules.

EITC Income Limits, Maximum Credit Amounts and Tax Law Updates

Access past, current and future EITC income limitations, plus highlights of EITC tax law changes.

Frequently Asked Questions about EITC
Your colleagues have asked IRS numerous questions related to EITC. Our answers will guide you to the right answer for similar situations. **Find the answers to the questions tax return preparers ask about EITC**.

Life's a little easier with **eitc**
earned income tax credit

EITC Assistant
Walk your clients through the EITC qualification requirements with this visual online tool and show them if they qualify or not. EITC Assistant allows you to print the results. **Choose the EITC Assistant in English** or the **EITC Assistant in Spanish**.

Special Rules for Military, Clergy or Disabled Individuals
Check out these special rules if your clients are military, clergy, disabled or have a child or children with a disability.

Many persons with disabilities or persons having children with disabilities qualify for the Earned Income Tax Credit or EITC. **Find out more about Disability and EITC**.

Additional EITC Resources

EITC Forms and Publications
Quickly link to, download and print EITC forms, publications, checklists, notices, posters, etc, from this online repository.

Training Opportunities
- Take the EITC due diligence training online. It's free and may qualify for CPE. It is available in both English and Spanish. **Find the Due Diligence training module on the Return Preparer Toolkit**.
- Preparers need to ask more questions of their clients if the claims they make about self-employment seem inconsistent, incorrect or incomplete when the tax return includes EITC. Find out how to meet your due diligence requirements and help your self employed clients reconstruct their business records; **take our EITC Schedule C and Record Reconstruction Training on the Return Preparer Toolkit**.
- The popular EITC Due Diligence videos featuring The Preparer from the 2011 and 2010 IRS Nationwide Tax Forums are on the Return Preparer Toolkit. **Click here to view the videos**.

Avoid Common EITC Errors and Learn How to Handle Common Due Diligence Situations
Avoid having your clients' returns reject by reviewing our tips on preventing the most common processing errors.

As you prepare EITC returns, avoid the three most common EITC errors which count for more than 60 percent of claims made in error. **Read more about avoiding common errors here**.

Find more tips on Handling Common Due Diligence Situations here.

Software Developer's Partnership
More than 86 percent of professional preparers use tax return preparation software. IRS partnered with the software companies to form the IRS/Software Developers Working Group. This group works to improve software and help preparers meet their due diligence requirements. **Read more about the software developer's partnership on the EITC Return Preparer Toolkit**.

Click on any of the Additional Resources listed below for more information:
- **Learn how you can help report suspected tax fraud**.
- **Learn how the IRS's Criminal Investigation Division is cracking down on abusive return preparers**.
- **Basic Tools for Tax Professionals use this quick link for information on other tax topics**.
- **Read more on the latest tax schemes and scams reported by the Department of Justice**.
- **Find out more about the Standards of Practice for tax return preparers**.

The most current version of this publication is available through **www.irs.gov/eitc**. If links are not working properly, please check to make sure you have the most recent version. If the problem continues, please let us know by email: **eitc.program@irs.gov**