

2023 AOTC ("AMERICAN OPPORTUNITY TAX CREDIT" FOR EDUCATION)
DUE DILIGENCE REQUIREMENT

Note - Complete a separate form for each person on your return who is claiming the AOTC

NAME OF TAXPAYER & SPOUSE FILING RETURN _____

NAME OF AOTC STUDENT _____

PART 1 - SUPPLY COPIES OF THE FOLLOWING REQUIRED DOCUMENTATION

We need to verify that you are eligible to claim the American Opportunity Credit shown on your tax return.

- 1.) For each student for whom you claimed the American Opportunity Credit, provide proof of enrollment in an eligible educational institution:
 - (a) Copies of Form 1098-T, Tuition Statement, from each institution the student attended (if provided by the institution)
 - (b) If any institution did not provide Form 1098-T, copies of other documents that verify enrollment, such as transcripts or other enrollment forms. The document(s) must include the institution's name, federal identification number, dates of enrollment, & the student's enrollment status (more than half time, not a graduate student)
 - (c) Copies of proof of payment of tuition and fees such cancelled checks, bank statements, credit card statements or receipts. Form 1098-T may serve as proof of payment IF payments received are recorded in Box 1
- 2.) For each student for whom you claimed the American Opportunity Credit, provide proof of payment for other qualified expenses such as additional course related fees, books and supplies:
 - (a) Copies of cancelled checks, bank statements, credit card statements or receipts
 - (b) Copies of documents that show the expenses were needed for a course of study, such as course guides, course syllabuses, or letters from the educational institution(s)
- 3.) Certain payments on behalf of the student reduce the amount of qualified expenses. For any student that received any of the following, provide copies of documents that show the amounts received as:
 - (a) Employer provided educational assistance benefits
 - (b) Withdrawals from any educational retirement arrangements
 - (c) U.S. Savings bond interest that is nontaxable because you paid qualified higher education expenses
 - (d) Veteran's educational assistance benefits or
 - (e) Any other nontaxable payment received for education expenses
- 4.) Note: The following expenses are not allowable and do not qualify for the American Opportunities Credit:
 - (a) Insurance
 - (b) Medical expenses (including student health fees)
 - (c) Room and Board
 - (d) Similar personal, living or family expenses. This is true even if the amount must be paid to the institution as a condition of enrollment or attendance.

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PART 2 - COMPLETE THIS QUESTIONNAIRE

1	IS THE STUDENT A DEPENDENT OF THE PARENT TAXPAYER & SPOUSE?	
2	CAN THE STUDENT BE CLAIMED AS A DEPENDENT ON ANYONE ELSE'S TAX RETURN?	
3	IS THE FILING STATUS OF THE STUDENT MARRIED FILING SEPARATELY?	
4	WAS THE STUDENT (OR THE STUDENT'S SPOUSE) A NONRESIDENT ALIEN FOR ANY PART OF 2023 AND DIDN'T ELECT TO BE TREATED AS A RESIDENT ALIEN FOR TAX PURPOSES?	
5	DID THE STUDENT COMPLETE THE FIRST 4 YEARS OF POSTSECONDARY EDUCATION BEFORE 2023 (A GRAD STUDENT)?	
6	WAS THE AMERICAN OPPORTUNITY CREDIT CLAIMED FOR THIS STUDENT FOR ANY 4 TAX YEARS BEFORE 2023?	
7	IS THE STUDENT PURSUING A PROGRAM LEADING TO A DEGREE OR OTHER RECOGNIZED EDUCATION CREDENTIAL?	
8	WAS THE STUDENT ENROLLED AT LEAST 1/2 TIME FOR AT LEAST 1 ACADEMIC PERIOD BEGINNING DURING 2023 (OR THE 1ST 3 MONTHS OF 2023 IF THE QUALIFIED EXPENSES WERE PAID IN 2023)?	
9	AT THE END OF 2023, WAS THE STUDENT CONVICTED OF A FELONY FOR THE POSSESSION OR DISTRIBUTION OF A CONTROLLED SUBSTANCE (DRUGS)?	
10	WHEN DID THE STUDENT START COLLEGE?	
11	HOW MANY MONTHS WAS THE STUDENT IN SCHOOL IN 2023?	
12	HOW MUCH WAS THE TUITION?	
13	DID YOU PAY ADDITIONAL AMOUNTS FOR BOOKS?	
14	ARE THERE ANY OTHER FEES NOT ON FORM 1098-T?	
15	DID THE STUDENT RECEIVE ANY SCHOLARSHIPS OR GRANTS? IF SO PLEASE PROVIDE DETAILS.	
16	DOES THE STUDENT HAVE A 529 OR 530 PLAN? IF YES, WAS IT USED?	
17	IS THE STUDENT ELIGIBLE FOR OTHER EDUCATION TAX BENEFITS THAT MAY BE MORE BENEFICIAL?	
18	DID THE TAXFILER OR STUDENT RECEIVE ANY TAX-FREE EDUCATION ASSISTANCE FROM HIS/HER EMPLOYER?	

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19	DOES THE STUDENT HAVE EARNED INCOME?	
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