

EDUCATION CREDIT CHECKLIST FOR TAX YEAR _____

Please complete a separate checklist for each tax year.

Use the Additional Information section to provide more information if necessary.

Name of Student: _____

Student is a Dependent on another Taxpayer's Return: YES NO UNSURE

Educational Institution(s): _____

Received Form 1098-T from each institution? YES NO UNSURE

Semesters Attended: SPRING SUMMER FALL

Enrollment Status: Half-Time or More for at least one Semester Less than Half-Time

Costs for Required Books: \$ _____

Cost for Required Supplies: \$ _____

Describe: _____

*Expenses for books, supplies and equipment the student needs for a course of study may be included if they are required for the course. Laptop/computer costs may not be included unless the specific computer model or software package is required by a course syllabus. There is no exception for virtual learning.

**LLC allows book/supply expenses only if required to purchase directly from the school as a condition of enrollment.

At the beginning of the tax year being prepared, had the student completed the first 4 years of an undergraduate program? YES NO UNSURE

Has the American Opportunity Credit already been claimed on 4 prior tax returns?

YES NO UNSURE

Was the student convicted of a felony for possession or distribution of a controlled substance before the end of the tax year being prepared? YES NO

Additional Information:

INTAKE/TAX PREP USE:

Is the student a dependent? NO YES

If YES above, whose return are we preparing?

STUDENT

Have the parents filed a tax return & taken the education credit for this tax year?

YES NO UNKNOWN

If Yes, did FC prepare the parents' return?

YES Site: _____ NOT FILING UNKNOWN

PARENT

Has the dependent student filed a return for this tax year? YES NOT FILING UNKNOWN

Did or will FC prepare the student's return? YES Site: _____ NOT FILING UNKNOWN

BOTH

Notes:

If no 1098-T was received, is the institution an eligible institution (eg, UTSA)? YES NO
(Search at <https://ope.ed.gov/dapip/#/home>. If yes, we will prepare and the return will be PAPER. If No, we cannot prepare an education credit for this student.)

Form 1098-T Box 9, is Graduate Student checked? YES NO

Form 1098-T, does Box 4 or Box 6 have content? YES NO

(If YES, refer to Form 1098-T Boxes 4 or 6: When is the return out of scope? to determine next steps.)

Were Account Summaries obtained for ALL semesters*: YES NO

If NO, why? _____

*If there are no Account Summaries for a trade school or for UT-Austin, we will prepare from the 1098-T (including the second page of the UT-Austin 1098-T.)

Notes:

Will the taxpayer who claims the credit file as MFS? YES NO UNKNOWN

Taxpayers filing as MFS are not eligible to claim education credits.