**EDUCATION CREDIT DUE DILIGENCE QUESTIONNAIRE**

*Complete this form only if Box 1 (minus Box 5, if any) of your Form 1098-T is less than $4,000 (if you are claiming AOC)*

*or $10,000 (if you are claiming LLC)*

**AMERICAN OPPORTUNITY CREDIT**

* up to $2,500 credit *(up to $1,000 of which is refundable)* based on $4,000 qualifying expenses.
* limited to 1st 4 years of higher education.

phase-out if your MAGI is over $90,000 for single ($180,000 for MFJ)

**LIFETIME LEARNING CREDIT**

* up to $2,000 credit *(non-refundable)* based on $10,000 qualifying expenses
* no limit on the number of years you can claim the credit
* phase-out if your MAGI is over $65,000 for single ($130,000 for MFJ).

**You cannot claim an education credit if:**

1. You did not receive Form 1098-T. Contact your educational institution & request the form.

2.) Your filing status is Married Filing Separately;

3.) You (or your spouse) were a non-resident alien for any part of the year;

4.) Someone else, such as your parents, list you as a dependent on their tax return.

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| --- | --- |
| **Name of Student:** | **Name of Student:** |
| Name of college/university: | Name of college/university: |
| Address: | Address: |
|  |  |
| Course/Degree: | Course/Degree: |
| **Total yrs.** studying in college: 1\_\_\_ 2\_\_\_3\_\_\_ 4\_\_\_ More than 4 \_\_\_ | **Total yrs.** studying in college: 1\_\_\_ 2\_\_\_3\_\_\_ 4\_\_\_ More than 4 \_\_\_ |
| How many months for 2018? | How many months for 2018? |
| How many years have you claimed education credit? | How many years have you claimed education credit? |
| Convicted of a felony for possessing or distributing a controlled | Convicted of a felony for possessing or distributing a controlled |
| substance Yes\_\_\_\_ No \_\_\_\_\_ | substance Yes\_\_\_\_ No \_\_\_\_\_ |
| Out-of-pocket books & supplies: $ | Out-of-pocket books & supplies: $ |
| Do you have records/receipts of all expenses claimed? Yes\_\_\_ No\_\_  | Do you have records/receipts of all expenses claimed? Yes\_\_\_ No\_\_ |

|  |  |
| --- | --- |
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|  |  |
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| Out-of-pocket books & supplies: $ | Out-of-pocket books & supplies: $ |
| Do you have records/receipts of all expenses claimed? Yes\_\_\_ No\_\_  | Do you have records/receipts of all expenses claimed? Yes\_\_\_ No\_\_ |

**Name of Person Completing This Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**