



Name of Child:

Taxpayer & Spouse Details:

Filing Status:

**Child Tax Credit Worksheet**

S.No.	Particulars	Yes/No	Additional Comments
1	Are you claiming Child Tax Credit / Other Dependent Credit on your Tax return?		
2	The child for whom you are taking the credit is your son, daughter, stepchild, foster child, brother, sister, stepbrother, stepsister, half brother, half sister, or a descendant of any of them		
3	The child was under the age of 17 at the end of the year or above		
4	The child did not provide over half of his / her own support for the year		
5	The child lived with you for more than half of the whole tax year		
6	The child is claimed as a dependent on your return		
7	The child does not file return for the year (or files it only to claim a refund of withheld income tax or estimated tax paid)		
8	The child was a U.S. citizen, a U.S. national, Green card Holder		
9	In case the child do not satisfy point no. 8, did the child stayed in US for 183 days or more in the current year. If yes, please provide detailed travel history of child for the current year		
10	The child is having a valid SSN / ITIN before the due date of filing tax return (including extension to file tax return). If yes, please share SSN / ITIN number		
11	Was the child tax credit disallowed to you by the IRS in any of previous year		

Taxpayer & Spouse Signature \_\_\_\_\_

**Documents Required**

- 1) Please share child's passport copy
- 2) Please share child travel details for USA for tax year
- 3) Please share one local identity proof (such as current state ID, latest school records, latest medical records)
- 4) Please share child SSN /ITIN
- 5) Please share Child U.S. Visa (if child is not having SSN)

**Note:**

Please make sure you retain the above mentioned documents to substantiate your eligibility to claim child tax credit from the IRS.