

**Qualifying Children Residency Statement**  
(for the earned income credit)

▶ **Esta forma está disponible en español. Por favor, llame al 1-800-294-2723.**  
▶ **See instructions beginning on page 2.**

**Part I Taxpayer Information**

Your first name and initial	Last name	Your social security number : : :
If you are filing a joint return for 2003, spouse's first name and initial	Last name	Spouse's social security number : : :
Home address (number and street). If you have a P.O. box, see instructions		Your daytime phone number ( )
City, town or post office, state, and ZIP code		Your evening phone number ( )

**Part II Qualifying Children Information**

**Caution.** Enter each child's first and last name exactly as it appears on the child's social security card.

Child 1 ▶	Child's first name	Last name	Child's social security number : : :
Child 2 ▶	Child's first name	Last name	Child's social security number : : :

**Part III Proof of Residency (see instructions)**

Check **one or more** boxes below and attach any required documents. The **combined** documents must include your name, the child's name, street address, and dates the child lived with you to show that you and the child lived together for **more than half** of 2003. See **Residency Test** on page 2 for details and exceptions. For details on who can provide documents, see page 3.

- One or more third parties have completed the Third Party Affidavit, which I have attached. If the affidavit(s) shows that you have met the residency test, **do not** check any other boxes or attach additional information.

**Note.** The Third Party Affidavit was sent to you with Form 8836 and is designated as either **Schedule A (Form 8836)** or **Schedule B (Form 8836)**. Use only the version of the schedule you received with Form 8836.

- I have attached copies of one or more of the following records (see page 3 to find out which records to send and the information these records must contain):

- |                                      |                         |                               |
|--------------------------------------|-------------------------|-------------------------------|
| Child-care records                   | Law enforcement reports | Religious records             |
| Community-based organization records | Leases                  | School records                |
| Court or placement agency records    | Legal records           | Social service agency records |
| Employment records                   | Medical records         | Utility bills                 |
| Indian tribal records                |                         |                               |

- I have attached a signed letter on official letterhead (original or copy) from one or more of the following third parties (see page 3 for details on the information the letter must contain):

- |                                       |                              |  |
|---------------------------------------|------------------------------|--|
| Attorney                              | Employer                     | School official                                    |
| Child-care provider                   | Health-care provider         | Social service agency or other government official |
| Clergy                                | Indian tribal official       | Utility company                                    |
| Community-based organization official | Landlord or property manager |  |
| Court or placement agency official    | Law enforcement officer      |  |

**Note.** The IRS may contact any person or organization that provides documents you attach to this form.

Under penalties of perjury, I declare that I have examined this statement, and to the best of my knowledge and belief, it is true, correct, and complete.

**Taxpayer Sign Here ▶**

**Date ▶**

**Spouse Named in Part I Sign Here ▶**

**Date ▶**

### How To Get Help

Call **1-800-294-2723** if you need help completing this form or you cannot get the documents you need to send with this form. Help is available Monday through Friday from 8:00 a.m. to 11:00 p.m. Eastern time.

You may also visit any IRS Taxpayer Assistance Center. To find out the location and hours of the nearest center, call **1-800-829-1040** or visit the IRS website at [www.irs.gov/localcontacts](http://www.irs.gov/localcontacts). You also can contact the Taxpayer Advocate Service at **1-877-777-4778** or the local Taxpayer Advocate office in your area.

### Instructions

#### Purpose of Form

Use Form 8836 if the IRS sent this form to you and you have a qualifying child for the earned income credit (EIC) for 2003. A qualifying child is one who meets the age, relationship, and residency tests for the EIC. We need this form to show that you and your child met the **residency test** (defined on this page) for 2003.

#### Who Must File

File this form **only** if:

- The IRS sent this form to you with a letter directing you to file it **and**
- You are claiming the EIC with a qualifying child for 2003.

If you are required to, but do not file Form 8836, the IRS will not allow the EIC with a qualifying child for 2003. If the IRS does not allow your EIC, we will notify you of your appeal rights.

**Do not** file Form 8836 if you do not meet the residency test for 2003, because we will not allow the EIC based on a qualifying child.

For details on the EIC eligibility rules, see **Pub. 596**, Earned Income Credit (EIC). You can order Pub. 596 by calling **1-800-TAX-FORM** (1-800-829-3676) or you can download it from the IRS website at [www.irs.gov](http://www.irs.gov).

Pre-recorded information about the EIC is also available by phone 24 hours a day, 7 days a week. Call **1-800-829-4477** and select TeleTax topic No. 601. Have paper and a pen or pencil handy to take notes.

#### Where To File

Attach this form to your 2003 tax return and file it at the applicable address shown below (and not at the address listed in your tax return instructions if that is a different address).

#### Electronic Filers

You cannot file Form 8836 electronically. However, you may still file your tax return electronically. If you do so, send Form 8836 and all required attachments to:

**Internal Revenue Service  
Stop 4300, Annex R2  
Kansas City, MO 64999-0065**

#### Residency Test

Your child must have lived with you in the United States for more than half of 2003 (at least 183 days). Include the time that you or your child are temporarily apart due to a special circumstance, such as military service, school attendance, hospitalization, or juvenile detention. It does not matter where you lived with your child. For example, you may live with your child in a homeless shelter. For more details on the residency test, see Pub. 596.

**Special Rule For a Child Who Was Born or Died in 2003.** A child is considered to have lived with you for more than half of 2003 if the child was born or died in 2003 **and** your home was the child's home for the entire time he or she was alive in 2003.

#### What We Will Do After We Receive This Form

We will review the information you send us. We will send you a letter to let you know if you have met the residency test. If we need more information, we will contact you.

If you do not meet the residency test for one or more of your children, we will send you a letter to let you know. The IRS will not allow the EIC based on that child. If you have other children for whom you can provide documents, you will have the opportunity to do so. If the IRS does not allow all of your EIC, we will notify you of your appeal rights.

If you move after you file Form 8836, notify us in writing of your new address. To do this, use **Form 8822**, Change of Address.

IF you are filing . . .	THEN use this address if you:	
	Are <b>not</b> enclosing a payment . . .	Are enclosing a payment . . .
Form 1040	Internal Revenue Service Center Kansas City, MO 64999-0002	Internal Revenue Service Center Kansas City, MO 64999-0102
Form 1040A	Internal Revenue Service Center Kansas City, MO 64999-0015	Internal Revenue Service Center Kansas City, MO 64999-0115

## Part I

**P.O. Box.** Enter your box number **only** if your post office does not deliver mail to your home. Otherwise, enter your home street address.

**Daytime and Evening Phone Numbers.** Providing your daytime and evening phone numbers may help speed the processing of this form. We may have questions about the information you provided. By answering our questions over the phone, we may be able to continue processing the form without mailing you a letter. You may list a mobile phone number as your daytime or evening phone number (or both). If you will be filing a joint return, you may enter either spouse's phone numbers.

## Part II

Be sure that any child named on this form is your qualifying child and you are claiming that child on Schedule EIC of your 2003 tax return.

Your qualifying child must have a valid social security number (SSN), unless the child was born and died in 2003. If the qualifying child was born and died in 2003 and did not have an SSN, attach a copy of that child's birth certificate to Form 8836 and enter "Died" instead of the child's SSN.

For EIC purposes, a valid SSN is a number issued by the Social Security Administration unless "Not Valid for Employment" is printed on the social security card and the number was issued solely to receive a Federally funded benefit.

We will not allow the EIC based on a qualifying child who has, instead of an SSN:

- An individual taxpayer identification number (ITIN), which the IRS issues to noncitizens who cannot get an SSN or
- An adoption taxpayer identification number (ATIN), which the IRS issues to adopting parents who cannot get an SSN for the child being adopted until the adoption is final.

## Part III

You must attach a Third Party Affidavit or other documents showing that each qualifying child listed on Schedule EIC lived with you for more than half of 2003. You may need to send more than one affidavit or other document to show that your child lived with you for more than half of 2003.

If you and your spouse are filing a joint return, you only need to show that one of you lived with your child for more than half of 2003.

**What Kind of Documents You Must Provide.** You may provide any of the following:

- The Third Party Affidavit. Use only the version of the affidavit (schedule) you received with Form 8836.
- A copy of a record (such as school records, medical records, child-care records, a lease, or a pay stub).
- A signed letter on official letterhead (original or copy).

If you or your child were temporarily absent from home, attach documents showing the special

circumstances of the absence. For example, if you were away from home on military duty, attach a copy of your military orders showing the dates you were away and where you were stationed.

If you cannot obtain a completed Third Party Affidavit, records, or a signed letter from one or more third parties to show that your child lived with you for more than half of 2003, call **1-800-294-2723** and we will help you.

**What the Documents Must Show.** If you send an official record or letter, it must clearly show:

- Your name, your child's name, or both names, and
- A street address and the dates that you or your child lived at that address during 2003, and
- The name, address, and phone number of the person or organization that provided the record or letter.

**Who Can Provide Documents to You.** You may submit a Third Party Affidavit from any third party eligible to complete the affidavit or other documents from any of the following third parties (other than you, your spouse, your dependent, your qualifying child for the earned income credit, or a parent of that qualifying child).

- School official (such as a teacher, principal, or administrative assistant). A school includes Head Start, pre-K programs, and before or after school care provided by a school.
- Health-care provider (such as your doctor, your nurse practitioner, or a clinic official).
- Member of the clergy (such as your minister, priest, rabbi, or imam).
- Child-care provider who is age 18 or older.
- Your employer.
- Landlord or property manager (including a building superintendent, public housing official, or rental agent).
- Social service agency or other government official (such as a case worker at a public assistance office or operator of a homeless shelter).
- Community-based organization official (such as an official from the YMCA, YWCA, Boy Scouts, Girl Scouts, Boys and Girls Clubs, 4-H, Little League, Police Athletic League, immigrant advocacy groups, neighborhood associations, homeowners and condominium associations, and other non-profit groups).
- Indian tribal official.
- Attorney who handled your divorce or child custody case.
- Official of the court or agency that issued a decision or order involving your divorce or custody, support, or placement of your child.
- Law enforcement officer (such as a police officer or parole officer).
- Utility company (such as an electric or gas company).

**How Many Documents Do You Need?** You may submit any combination of the documents listed on page 3 as long as they show, when taken together, that you lived with your child for more than half of 2003. In some cases, a single document will show that you and your child lived at the same address. In other cases, you may need to provide one document showing your name and address as well as a second document showing your child's name with the same address. You may need more than one document to show that your address and your child's address were the same for more than half of 2003.

Here are examples of acceptable document combinations:

- One document that shows that both you and your child lived at the same address for more than half of 2003.
- One document that shows that you lived at an address for more than half of 2003 and a second document that shows that your child lived at the same address during the same period of time.
- One document that shows that you and your child lived at the same address for part of 2003 and a second document that shows that you and your child lived together for the remainder of 2003.
- If you have two children, separate documents for each child to show that each one lived with you for more than half of 2003.
- If you have two children, one document to show that both of your children lived with you for more than half of 2003.

**Example 1.** You attach a letter on official letterhead from Acme Medical Clinic showing that your child lived with you from January 1, 2003, through March 31, 2003. You also have Reverend Smith, your clergyman, complete a Third Party Affidavit showing that you and your child lived together from April 1, 2003, through July 31, 2003. You check the first and third boxes in Part III. Because the total time shown is more than half of the year, the residency test is met.

**Example 2.** You attach a transcript of your child's grades from the Washington Elementary School showing that your child lived with you from January 1, 2003, through May 31, 2003. You also attach a letter on official letterhead from the principal of the Lincoln Middle School. The letter shows the dates of school attendance and that the child's address was the same as yours. The letter covers the period from September 1, 2003, through December 31, 2003. You check the second and third boxes in Part III. Because the total time shown is more than half of the year, the residency test is met.

**Example 3.** You attach seven electric bills from the Edison Electric Company for the months of January through May, September, and October of 2003 showing your name and address on them. You also attach transcripts of your child's grades from the Roosevelt Grade School showing your child's name and the same address shown on your electric bills. The transcripts cover the periods January through May 2003 and September through November 2003. You check the second box in Part III. Because you have shown that the total time you and your child lived together was more than half the year, the residency test is met.

**Signing the Form.** You must sign and date Part III under penalties of perjury before you send it to us with the documents. Criminal penalties may be imposed for making a false statement.

**Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws and to allow us to figure and collect the right amount of tax.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Internal Revenue Code section 6103.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is:

	Form 8836	Schedule A	Schedule B
<b>Recordkeeping</b>	6 min.	- - - - -	- - - - -
<b>Learning about the law or the form</b>	14 min.	5 min.	4 min.
<b>Preparing the form</b>	11 min.	12 min.	18 min.
<b>Copying, assembling, and sending the form to the IRS</b>	20 min.	20 min.	20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Products Coordinating Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. **Do not** send the form to this address. Instead, see **Where To File** on page 2.

