



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #12-05-ELI

(This Policy Bulletin Replaces PB #12-04-ELI)

REVISION TO EARNED INCOME TAX CREDIT (EITC) MAILING

Date: January 19, 2012	Subtopic(s): Mailing, EITC
<p> This procedure can now be accessed on the FIAweb.</p> <p>Revised</p> <p>EITC informational letter</p> <p>Multi-lingual insert</p>	<p>Revision to the Original Policy Bulletin:</p> <p>This policy bulletin has been revised to inform the following:</p> <ul style="list-style-type: none"> The informational mailing will be sent only to Cash Assistance (CA) households that had earned income in 2011. <p>Purpose:</p> <p>The purpose of this policy bulletin is to inform all Job Center and Non Cash Assistance Food Stamp (NCA FS) Center staff that an informational mailing will be sent during this month to all active CA households that had earned income in 2011. The mailing consists of an informational letter from the Human Resources Administration (HRA), a multi-lingual insert, and a copy of the Earned Income Tax Credit (EITC) palm card produced by the Department of Consumer Affairs/Office of Financial Empowerment (DCA/OFE).</p> <p>HRA's EITC informational letter (Attachment A) notifies potentially eligible households about the availability of federal, New York State, and New York City EITCs.</p> <p>The informational letter urges households to apply for these tax credits because they can provide a significant increase in a household's income.</p> <p>The multi-lingual insert (Attachment B) informs households, in a brief paragraph translated in six (6) different languages, that they may be eligible for a tax refund by applying for the EITC and can get help in tax preparation by calling 311 and asking for tax assistance.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

EITC palm card

The DCA/OFE’s EITC palm card entitled “It’s Tax Time. Go Get Your Refund!” (**Attachment C**) contains information about the EITC and the New York City Child Care Tax Credit. Individuals are directed to call 311 or visit www.nyc.gov/ofe for information on obtaining free or low cost tax preparation assistance. The palm card contains information in both English and Spanish.

The EITC palm card will also be included in the CA and NCA FS application kits.

EITC poster **FIA-36**

The EITC poster titled, “It’s Tax Time. Go Get Your Refund!” (**FIA-36**) has been revised. Job Center Directors and NCA FS Center Directors must prominently display **FIA-36** until the revised versions are received in January 2013. The 11-by-17 inch poster, which is printed in both English and Spanish, has been distributed to all Job Centers and NCA FS Centers under separate cover.

Job Center Directors and NCA FS Center Directors must ensure that outdated versions of **FIA-36** have been removed from circulation and recycled. Additional copies of **FIA-36** can be requested via the Central Intake Workflow System (CIWS) if necessary.

The Mandated Job Center Signage (**M-98c**) and the Mandated NCA Food Stamp Center Signage (**M-98d**) lists have been updated to reflect the inclusion of 2012 EITC poster. The latest versions of forms **M-98c** and **M-98d** may be found on the FIAweb.

Samples of the informational letter, multilingual insert, EITC palm card, EITC poster, and forms are attached.

Effective Immediately

Attachments:

- Attachment A** EITC Informational Letter for Tax Year 2011
- Attachment B** Multilingual Insert
- Attachment C** It’s Tax Time. Go Get Your Refund!
- FIA-36 (E)** It’s Tax Time. Go Get Your Refund!
(Rev. 1/12)
- FIA-36 (S)** It’s Tax Time. Go Get Your Refund!
(Rev. 1/12) (Spanish)

☞ Please use Print on Demand to obtain copies of forms.

Robert Doar
Commissioner

180 Water Street
New York, NY 10038

212 331 6000

Dear Fellow New Yorker:

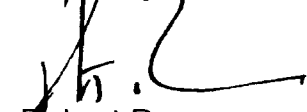
Enclosed is information about the Earned Income Tax Credit (EITC), which you or someone in your household may be entitled to receive. The EITC is a Federal, State and City tax credit available to qualifying individuals with low income who were employed at any time during 2011.

In addition to this tax credit, you may be eligible for free tax preparation assistance. To find out where the free tax filing centers are located within the five boroughs, **please call 311** or visit nyc.gov and search "tax prep."

Please do not send your tax returns to any office of the Human Resources Administration (HRA).

The City of New York and HRA strongly urge you to take advantage of these tax-related benefits, as they may result in more money for you and your family.

Sincerely,



Robert Doar
Commissioner

Enclosed

(Vea al dorso)



Robert Doar
Commissioner

180 Water Street
New York, NY 10038

212 331 6000

Estimado neoyorquino:

Adjunta usted encontrará información sobre el Crédito Salarial de Impuestos (Earned Income Tax Credit – EITC), al cual usted u otro miembro de su hogar podrían tener derecho. El EITC es un crédito Federal, Estatal y de la Ciudad para las personas que cumplan ciertos requisitos, que ganen bajos ingresos y que hayan trabajado en cualquier momento durante el año 2011.

Además de este crédito de impuestos, usted puede tener derecho a ayuda gratuita para la preparación de declaraciones de impuestos. Si desea averiguar dónde en los cinco condados se encuentran los centros que ofrecen dicha preparación gratuita, **favor de llamar al 311** o visite nyc.gov y busque en “tax prep”.

Favor de no enviar su declaración de impuestos a ninguna oficina de la Administración de Recursos Humanos (Human Resources Administration – HRA).

Tanto la Ciudad de Nueva York como la HRA le urgen que se aproveche de estos beneficios relacionados con los impuestos, porque podrían significar más dinero para usted y su familia.

Atentamente

A handwritten signature in black ink, appearing to be "R. Doar", written over a large, light blue watermark that reads "SAMPLE".

Robert Doar
Comisionado

Adjunto

(See other side)

Attachment B

You may be eligible for a tax refund by applying for the Earned Income Tax Credit (EITC). You can also get help preparing your taxes. Call 311 and ask for tax assistance or visit nyc.gov and search “tax prep.”

ربما تكون مؤهلاً للاسترداد الضريبية من خلال التقدم بطلب إلى برنامج الائتمان الضريبي للدخل المكتسب (EITC). يمكنك أيضًا تلقي المساعدة فيما يتعلق بإعداد الضرائب من خلال الاتصال بالهاتف رقم 311 وطلب المساعدة، أو تفضل بزيارة الموقع التالي: nyc.gov وابحث عن "tax prep" ("إعداد الضرائب").

您可能符合資格申請勞動收入減免（Earned Income Tax Credit，簡稱EITC）領取退稅。您也可以要求協助幫您報稅。請致電311要求報稅協助或造訪nyc.gov，搜尋“tax prep”。

Ou kapab elijib pou yon ransbousman taks lè w aplike pou Earned Income Tax Credit la (EITC). Ou kapab tou jwenn èd nan preparasyon taks ou yo. Rele 311 epi mande pou asistans taks oswa vizite nyc.gov epi rechèch “tax prep.”

귀하는 근로소득세액공제(EITC) 신청을 통한 세금 환급 자격이 있을 수 있습니다. 또한 세금 관련 업무 준비에 도움을 받을 수 있습니다. 311에 전화하여 세금 업무 지원을 요청하거나 nyc.gov에서 “tax prep(세금 업무 준비)”를 검색하십시오. .

Вы можете претендовать на налоговое возмещение, обратившись с заявлением по программе Earned Income Tax Credit (EITC). Вы также можете получить помощь в заполнении налоговой декларации. Позвоните по телефону 311 и попросите помочь вам в заполнении декларации или посетите веб-сайт nyc.gov и выполните поиск по запросу «tax prep».

Usted puede ser elegible para un reembolso por impuestos al solicitar el Crédito Tributario por Ingresos del Trabajo (EITC). También puede obtener ayuda para la preparación de sus impuestos. Llame al 311 y pregunte por la asistencia para impuestos o visite nyc.gov y busque "tax prep" (preparación de impuestos).

What will you save for this year?

At select VITA sites you could be eligible to open a SaveUSA account when you file your taxes. Save at least \$200 of your refund for a year and earn 50¢ for every \$1 you save. Save \$1,000 for the maximum \$500 match. **Call 311** or go to **nyc.gov** and search “SaveUSA.”

Refund Fast Facts:

- With the Earned Income Tax Credit (EITC), you could be eligible for up to \$7,600.
- With the New York City Child Care Tax Credit, working families with children 3 years old and younger could be eligible for up to \$1,733.

Call 311 to learn more about eligibility for tax credits or go to **nyc.gov** and search “tax prep.”



Michael R. Bloomberg
Mayor

Department of Consumer Affairs
Office of Financial Empowerment

Jonathan Mintz
Commissioner

Center for Economic Opportunity

Veronica M. White
Executive Director

The NYC Department of Consumer Affairs Office of Financial Empowerment gratefully acknowledges the Mayor’s NYC EITC Coalition partners. For a complete list, visit nyc.gov



¿Qué ahorrará para este año?

En los sitios seleccionados de VITA usted puede ser elegible para abrir una cuenta SaveUSA cuando presente su declaración de impuestos. Ahorre por lo menos \$200 de su reembolso por un año y gane 50¢ por cada \$1 que ahorre. Ahorre \$1,000 para obtener la máxima compensación de \$500. **Llame al 311** o diríjase a **nyc.gov** y busque “SaveUSA.”

Datos rápidos sobre el reembolso:

- Con el Crédito Tributario por Ingresos del Trabajo (EITC), usted podría ser elegible para recibir hasta \$7,600.
- Con el Crédito Tributario de Cuidado de Menores de la ciudad de Nueva York, las familias trabajadoras con hijos de 3 años de edad o menos, podrían ser elegibles para recibir hasta \$1,733.

Llame al 311 para conocer más sobre la elegibilidad de crédito tributario o diríjase a **nyc.gov** y busque “tax prep.”

SAMPLE

It’s Tax Time. Go Get Your Refund!

Es el momento de los impuestos.
¡Reclame su reembolso!

Call 311
Go to **nyc.gov** and
search “tax prep”

English/Spanish

You can get your taxes done in person for free!

Annual income \$50,000 or less (with children) or \$18,000 or less (no children)

Visit a **Volunteer Income Tax Assistance (VITA)** site where a certified volunteer will prepare your taxes for free.

You can do your own taxes online for free!

Annual income \$57,000 or less

Go to **nyc.gov** and search “tax prep” to file your taxes online.

You can get your taxes done at H&R Block for \$29 with the City coupon!

Annual income \$41,000 or less (with children) or \$31,000 or less (no children)

Turn in this brochure at a participating site where a tax professional will prepare your taxes on the spot OR go to **nyc.gov** and search “tax prep” to print a coupon to turn in at a participating site.

¡Usted puede preparar su declaración de impuestos en persona y gratis!

Ingreso anual de \$50,000 o menos (con hijos) o \$18,000 o menos (sin hijos)

Visite un sitio voluntario de asistencia con los impuestos (VITA) donde un voluntario certificado le preparará su declaración de impuestos gratis.

¡Usted puede preparar su propia declaración de impuestos en línea y gratis!

Ingreso anual de \$57,000 o menos

Diríjase a **nyc.gov** y busque “tax prep” para presentar su declaración de impuestos en línea.

¡Usted puede preparar su declaración de impuestos en H&R Block por \$29 con el cupón de la ciudad!

Ingreso anual de \$41,000 o menos (con hijos) o \$31,000 o menos (sin hijos)

Devuelva este folleto en un sitio participante donde un profesional de impuestos le preparará su declaración de impuestos en el momento o diríjase a **nyc.gov** y busque “tax prep” para imprimir un cupón que entregará al sitio participante.



For more information about these options, including sites and required documents, **call 311** and ask for tax preparation assistance or go to **nyc.gov** and search “tax prep.”

Our partners have agreed not to offer Refund Anticipation Loans (RALs) or other loans.

Para obtener más información sobre estas opciones, incluso sobre sitios y documentos requeridos, **llame al 311** y solicite ayuda para prepara la declaración de impuestos o diríjase a **nyc.gov** y busque “tax prep.”

Nuestros socios han decidido no ofrecer Préstamos Anticipados de Reembolso (RAL) u otros préstamos.

It's Tax Time. Go Get Your Refund!

SAMPLE

**Call 311 or visit nyc.gov
and search "tax prep"**

to learn how you can file for important credits like
the Earned Income Tax Credit. Options include:

- **FREE** tax preparation by a certified volunteer
- **FREE** online tax preparation
- **ONLY \$29** for commercial tax preparation



Michael R. Bloomberg
Mayor

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Office of Financial Empowerment

Jonathan Mintz
Commissioner

**Center for
Economic Opportunity**

Veronica M. White
Executive Director

FIA-36 (E) 01/12

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Es el momento de los impuestos. ¡Reclame su reembolso!

SAMPLE

Llame al 311 o visite nyc.gov y busque “tax prep”

para saber cómo puede solicitar créditos importantes como el Crédito Tributario por Ingresos del Trabajo. Las opciones incluyen lo siguiente:

- Preparación GRATIS de la declaración de impuestos por medio de un voluntario certificado
- Preparación de la declaración de impuestos GRATIS en línea
- SOLO \$29 por la preparación de la declaración de impuestos comerciales



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