



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #04-25-OPE

FREE INCOME TAX PREPARATION AT COLGATE JOB CENTER

Date: February 6, 2004	Subtopic(s): ETC
<p> This procedure can now be accessed on the FIAweb.</p> <p> Forms can now be accessed through Print on Demand at all Job Centers.</p>	<p>This policy bulletin is to inform Bronx Job Center Directors and staff that the Colgate Job Center has been designated as the Bronx Regional HRA Volunteer Income Tax Assistance (VITA) site. This initiative is a joint venture between HRA and the Department of Consumer Affairs.</p> <p>Free tax preparation assistance will be available to all Bronx participants from 9:00 AM to 4:00 PM on the following Saturdays in February, March and April, 2004:</p> <ul style="list-style-type: none"> • February 14 • February 21 • March 27 • April 3 <p>The attached letter is being sent to all Bronx working families and individuals in receipt of public assistance.</p> <p><i>Effective Immediately</i></p> <p>Attachment:</p> <p>EXP-76Y Free Income Tax Preparation at Colgate Job Center</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call (718) 557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*

The City of New York

Colgate Job Center
1209 Colgate Avenue
Bronx, New York 10467



Human Resources Administration
Family Independence Administration

Dear Participant,

Our records indicate that you are currently employed, which means you may have to file city, state, and federal income tax returns. We are concerned that many working people are hesitant to complete tax forms on their own because they are unfamiliar with or intimidated by the process. While seeking the assistance of a paid tax preparer is certainly an option, this reduces the value of the Earned Income Tax Credit (EITC) for eligible families. Also, an additional fee is charged by some paid preparers for a refund anticipation loan, also known as a "same-day refund."

However, there is a FREE alternative to seeking the assistance of a paid tax preparer. You can receive free tax preparation help by visiting a local Volunteer Income Tax Assistance (VITA) center. Most sites will provide electronic filing services at no charge. If these services are used, the taxpayer will receive his or her refund and/or credits within 10--14 business days. "Same-day refunds" are not available through free tax preparation services.

For 2004 the Colgate Job Center, located at 1209 Colgate Avenue, Bronx NY 10467, has been designated as the Bronx Regional HRA VITA site. On the following Saturdays, February 14, February 21, March 27 and April 3 from 9:00 AM to 4:00 PM, the Colgate Job Center will be available to provide you with free tax preparation services. This initiative is the result of a joint partnership between the Human Resources Administration (HRA) and the Department of Consumer Affairs (DCA) to ensure that eligible workers take advantage of the EITC.

You may qualify for the Earned Income Tax Credit (EITC).
But you won't get it if you don't file!

- . Were you single and did you earn less than \$11,060 in 2003?
- . Do you have one or more dependent children living with you and was your household income less than \$34,178 in 2003?

If you answered YES to any of the above questions, you probably qualify for the EITC.

IT'S YOUR MONEY. COME AND GET IT!

Sincerely,

Jean Ferrer
Bronx Regional Manager

Colgate Job Center
1209 Colgate Avenue
Bronx, New York 10467



Human Resources Administration
Family Independence Administration

Apreciado(a) Participante,

Nuestros archivos indican que usted esta empleado, lo que quiere decir que usted tiene que declarar los impuestos de la ciudad, estatales y federales. Respecto a la declaración de impuestos nos preocupa que hay muchas personas que no completan el formulario ellos mismos por temor a no estar familiarizados con el proceso. A pesar de tener la opción, no resulta beneficioso pagarle a un preparador para llenar la declaración de impuestos, ya que reduce el valor de devolución que le atribuye el Crédito Tributario de Ingresos Ganados (Earned Income Tax Credit [EITC]) para familias elegibles. A parte de esto, en algunas ocasiones, las personas que desean tomar un préstamo adelantado conocido como "same-day refund" (devolución inmediata) deben pagar un cargo adicional al preparador reduciendo así la cantidad de la devolución.

Sin embargo, existe una alternativa GRATIS para usted. Usted puede recibir esta ayuda si visita un centro local Voluntario de Preparación de Impuestos (Volunteer Income Tax Assistance [VITA]). Casi todos los locales proveerán servicios gratuitos de preparacion electrónica. El contribuyente podrá recibir su devolución de dinero o crédito entre 10 o 14 dias de trabajo si utiliza estos servicios. Las devoluciones inmediatas "same-day refunds" no están disponibles a través del servicio gratuito de declaraciones de impuestos.

Para el 2004, el Centro de Trabajo Colgate localizado en el 1209 de la Avenida Colgate, Bronx, NY 10467, ha sido el local designado para la Region del Bronx HRA VITA. Este local estará disponible para proveer servicios gratis de preparación de formularios de impuestos durante los siguientes sabados, febrero 14 y 21, marzo 27 y abril 3 desde las 9:00 AM hasta las 4:00 PM. Esta iniciativa es el resultado del esfuerzo entre las oficinas de Administración de Recursos Humanos (Human Resources Administration [HRA]) y el Departamento de Ayuda al Consumidor (Department of Consumer Affairs [DCA]) para asegurarse de que las personas elegibles se puedan aprovechar de estos beneficios EITC.

!Usted puede cualificar para el Crédito Tributario de Ingresos Ganados (EITC)!

!Pero no lo recibirá si no Declara Impuestos!

- . Es usted una persona soltera que gano menos de \$11,060.00 en el 2003?
- . Tuvo usted uno o mas niños dependientes viviendo en su hogar y sus ingresos fueron menos de \$34,178.00 en el 2003?

Si su respuesta es SI a cualquiera de estas preguntas, probablemente usted cualifica para recibir el Crédito Tributario de Ingresos Ganados (EITC).

!Reclame su Dinero!

Atentamente,
Jean Ferrer
Bronx Regional Manager