



FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner



James K. Whelan, Deputy Commissioner
Policy, Procedures, and Training

Lisa C. Fitzpatrick, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #08-12-ELI

(The Policy Bulletin Replaces PB #02-13-OPE, PB #02-44-OPE, PB #02-87-OPE, PB #03-33-ELI, and PB #04-46-ELI)

EARNED INCOME TAX CREDIT OUTREACH

Date: February 1, 2008	Subtopic(s): Income
<p> This procedure can now be accessed on the FIAweb.</p>	<p>This policy bulletin informs staff that an Earned Income Tax Credit (EITC) informational mailing was sent this month to all active Cash Assistance (CA), Non-Cash Assistance (NCA) Food Stamp, and Medicaid households that had earned income in 2007 and are potentially eligible for the EITC. The mailing consisted of an informational letter from HRA and a copy of the EITC palm card produced by the Department of Consumer Affairs (DCA).</p> <p>The EITC is a federal/state refundable tax credit for low-income workers. The palm cards titled "It's Your Money. Come and Get It!" contain information about the EITC and free tax prep assistance, and direct interested individuals to call 311 for further information. The palm cards contain information in both English and Spanish.</p> <p>The palm cards will also be distributed to all Job Centers and NCA FS Centers under separate cover and are required to be made appropriately available for distribution to applicants/participants through April 15, 2008. The cards have been updated for the 2008 EITC campaign, so Center Directors must ensure that all prior versions are removed from circulation and recycled.</p> <p>It is important that Workers inform all applicants and participants about the availability of EITC and inform them that detailed information and free tax assistance is available at local Volunteer Income Tax Assistance (VITA) sites located in all five boroughs. The VITA sites are open from late January through April 15, 2008.</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*

Workers should also remind participants that all tax returns and related tax credit forms must be sent to the Internal Revenue Service (IRS) for processing. Under no circumstance should participants mail their tax returns to HRA.

Please see PD #08-05-ELI for the list of VITA sites.

A list of locations offering free tax assistance can be obtained by calling the Internal Revenue Service/Volunteer Income Tax Assistance Center at (800) 829-1040, the Mayor’s Volunteer Center at (212) 788-7550, or the Department of Consumer Affairs at (212) 487-4444. The Voluntary Income Tax Assistance (VITA) Site Information Directory (form **W-274BB**) will also be published and distributed to all Job Centers and NCA FS Centers under separate cover. Additional copies of the VITA listing can be obtained through Print on Demand.

Samples of the palm card and letter are attached.

Effective Immediately

Related Items:

PD #08-05-ELI
CD #08-03

Attachments:

Palm Card	It’s Your Money. Come and Get It!
EITC Letter	EITC Information Letter for Tax Year 2007
EXP-53Z	EITC Clarification Letter for Tax Year 2001 (Obsolete)

 Please use Print on Demand to obtain copies of forms.

ATTACHMENT A

THE NYC EITC COALITION SPONSORS

For a complete list of NYC EITC Coalition partners, please visit www.nyc.gov/eitc

EITC: IT'S YOUR MONEY. COME AND GET IT! DIAL 311

EITC: ES SU DINERO. ¡VENGA A BUSCARLO!

NYC
Mayor's Office

Department of Consumer Affairs
Office of Financial Empowerment

Center for Economic Opportunity

SAMPLE

Earned Income Tax Credit (EITC) Frequently Asked Questions Spanish

The government owes ME money? The Earned Income Tax Credit (EITC) is a federal, state, and New York City refundable tax credit for qualifying working families and individuals. So, even though you don't owe the government, if you qualify, **THE GOVERNMENT OWES YOU!**

So, do I qualify? Regardless of whether your income is from full-time, part-time, or self-employment work, you likely qualify if:

- You have dependent children and your household income is less than \$40,000.
- You are age 25 through 64, have no children, and earn less than \$15,000.

How much money can I get back? Up to \$6,000! The average combined EITC credit is more than \$2,500—and you can file for three years back if you didn't claim the EITC before.

How do I get my money? Just file your taxes and claim the EITC. And claiming the EITC will usually not affect your eligibility for other benefits like food stamps, housing vouchers, public assistance, Supplemental Security Income (SSI), and Medicaid.

And someone will do my taxes for FREE? Yes, simply Dial 311 to learn where NYC EITC Coalition partners will prepare taxes for free for qualifying New Yorkers at locations in every borough.

How can I get my refund quickly? If you have a bank account and file electronically, you can arrange for direct deposit of your refund in as little as 10 business days. If you don't have a bank account yet, visit www.nyc.gov/eitc to learn about opening a low or no-fee account at a bank or credit union in your area.

¿El gobierno me debe dinero? El Crédito de Impuesto por Ingreso Ganado (EITC) es un crédito federal, estatal y de la Ciudad de Nueva York que es reembolsable para las personas y las familias trabajadoras que califican. Así que, ¡aunque usted no le debe al gobierno, si califica, **EL GOBIERNO LE DEBE A USTED!**

Entonces, ¿califico? Aunque su ingreso provenga de un trabajo de tiempo completo, de tiempo parcial o de su autoempleo, es posible que usted califique si:

- Usted tiene hijos dependientes y el ingreso de su hogar es menor de \$40,000.
- Su edad está entre 25 hasta 64 años, no tiene hijos, y gana menos de \$15,000.

¿Cuánto dinero puedo recibir? ¡Hasta \$6,000! El promedio del crédito combinado del EITC es de más de \$2,500—y usted puede solicitar por los tres años previos si no reclamó el EITC antes.

¿Cómo recibo mi dinero? Simplemente declare sus impuestos y reclame el EITC. Reclamar el EITC usualmente no afectará su elegibilidad para recibir otros beneficios como cupones de comida o vales de vivienda, asistencia pública, ingreso suplementario del seguro social (SSI), y Medicaid.

¿Y alguien puede preparar mis impuestos GRATIS? Sí. Simplemente Marque 311 para que se informe sobre dónde los socios de la Coalición NYC EITC preparan las declaraciones de impuestos gratis a los neoyorquinos que califican en todos los condados.

¿Cómo puedo recibir mi reembolso rápidamente? Si tiene una cuenta de banco y declara sus impuestos electrónicamente, usted puede gestionar un depósito directo para recibir su reembolso en tan solo 10 días laborables. Si usted no tiene una cuenta de banco todavía, visite la página www.nyc.gov/eitc para que aprenda cómo abrir una cuenta con tarifa baja o sin tarifa en un banco o unión de crédito en su zona.

NEW THIS YEAR: Ask your tax preparer about the New York City Child Care Tax Credit! If you earn \$30,000 or less and pay child care expenses for children three and under, you may qualify for this new local tax credit of up to \$1,733.

NUEVO ESTE AÑO: Pregúntele a su preparador de impuestos sobre el Crédito de Impuesto de Cuidados Infantiles de la Ciudad de Nueva York. Si usted gana \$30,000 o menos y cancela gastos de cuidado infantil para niños de tres años de edad o menos, es posible que califique para este nuevo crédito de impuesto local de hasta \$1,733.

HUMAN RESOURCES ADMINISTRATION
OFFICE OF CENTRAL PROCESSING
PO BOX 02-9121
BROOKLYN, NY 11202-9914



ROBERT DOAR
Administrator/Commissioner

January 2008

Dear Sir/Madam:

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 2007.

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**.

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 it may result in more money for you and your family.

Sincerely,

Robert Doar
Administrator/Commissioner

Enclosure

(Vea al dorso)

HUMAN RESOURCES ADMINISTRATION
OFFICE OF CENTRAL PROCESSING
PO BOX 02-9121
BROOKLYN, NY 11202-9914



ROBERT DOAR
Administrator/Commissioner

Enero de 2008

Estimado Señor(a):

Adjunta usted encontrará información sobre el Crédito Salarial de Impuestos (Earned Income Tax Credit - EITC), al cual usted u otro miembro de su hogar pueden 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 2007.

Además de este crédito de impuestos, usted puede tener derecho a ayuda gratuita para la preparación de declaraciones de impuestos. Si desea averiguar donde en los cinco condados se encuentran los centros que ofrecen dicha preparación gratuita, **favor de llamar al 311.**

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, puesto que ello podría significar más dinero para usted y su familia.

Atentamente,

Robert Doar
Administrador/Comisionado

Material Adjunto

(See other side)

*The
City
of
New York*



**HUMAN RESOURCES ADMINISTRATION
FAMILY INDEPENDENCE ADMINISTRATION
180 WATER STREET
NEW YORK, NY 10038**

**VERNA EGGLESTON
Administrator/Commissioner**

**BARBARA RAMIREZ GIOVE
Assistant Deputy Commissioner**

March 25, 2002

Dear Sir/Madam:

We are returning to you the Earned Income Tax Credit (EITC) tax form you recently sent to us in error. The Earned Income Credit tax form must be mailed to the Internal Revenue Service (IRS) when you complete your tax forms. We are not authorized to process your taxes.

If you have already mailed in your tax forms, there is still time for you to send in this form to the IRS. If you have yet to file, you can get assistance preparing your tax return at a Volunteer Income Tax Assistance (VITA) Center or a Retired Senior Volunteer Program (RSVP) volunteer. There is no charge for this service. Enclosed is a list of VITA and RSVP sites.

We urge to file as quickly as possible, and take advantage of this valuable benefit.

Yours truly,

Barbara Ramirez-Giove

Enclosure



**HUMAN RESOURCES ADMINISTRATION
FAMILY INDEPENDENCE ADMINISTRATION
180 WATER STREET
NEW YORK, NY 10038**

**VERNA EGGLESTON
Administrator/Commissioner**

**BARBARA RAMIREZ GIOVE
Assistant Deputy Commissioner**

25 de marzo de 2002

Estimado Señor(a):

Le estamos devolviendo el formulario de Crédito por Impuestos Devengados (Earned Income Tax Credit - EITC) que recientemente nos envió por equivocación. El formulario de Crédito por Ingresos Devengados tiene que ser enviado por correo al Servicio de Impuestos Internos (Internal Revenue Service - IRS) después de completar sus formularios de declaración de impuestos. No estamos autorizados a procesar sus impuestos.

Si usted ya envió sus formularios de declaración de impuestos, todavía tiene tiempo de enviarlos al IRS. Si todavía no ha hecho su declaración de impuestos, usted puede obtener ayuda para llenar su declaración de impuestos en un Centro de Voluntarios para Ayuda con Declaración de Impuestos (Volunteer Income Tax Assistance -VITA) o un Programa de Voluntarios de Ancianos Jubilados (Retired Senior Volunteer Program (RSVP) volunteer). No se cobra por estos servicios. Adjunta se encuentra una lista de locales VITA y RSVP.

Le exhortamos a hacer su declaración lo más pronto posible, y a aprovechar este valioso beneficio.

Atentamente,

Barbara Ramirez-Giove

Documento Adjunto