



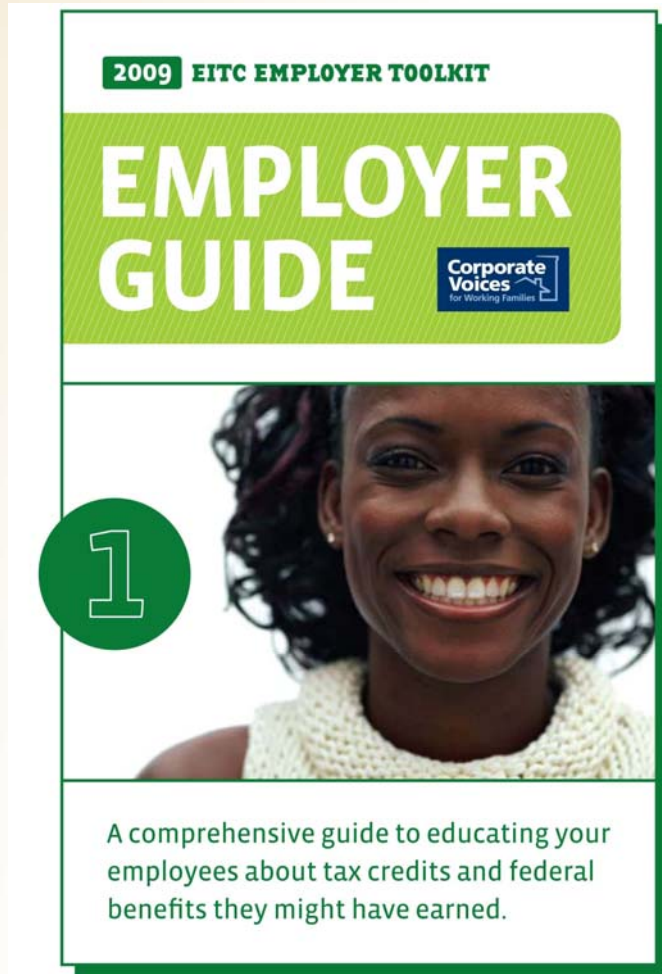
**Corporate
Voices** 
for Working Families

Improving the Lives of Working Families

John Wilcox, Deputy Director

2009 EITC Employer Toolkit:
Educate Your Employees About the Benefits They've Earned
March 2, 2010

2009 EITC Toolkit



The *2009 EITC Toolkit* is an informative, user-friendly toolkit that Corporate Voices makes available to companies and other organizations to help low-income employees take advantage of tax credits and other state and local benefits.

2009 EITC Toolkit

The Toolkit provides information about:



Change me, feed me,
deduct me.



ENROLLING EMPLOYEES FOR THE ADVANCE EARNED INCOME TAX CREDIT

It's Easy to Enroll Employees for the Advance Earned Income Tax Credit

Just follow these four steps:

- 1** Make employees aware of the Advance Earned Income Tax Credit. Mention it at staff meetings, post educational materials in the workplace and include W-5 forms in hiring and benefits packages for employee orientation.
- 2** Have eligible employees return completed and signed W-5 forms to you.
- 3** Include Advance EITC payments in eligible employee paychecks. The amount varies, based on a percentage of the employee's salary.

Most employment tax software programs automatically include Advance EITC payments for eligible employees. If Advance EITC is not included, employers can find the amount to be paid in IRS Publication 15, available at www.irs.gov.
- 4** Remind employees to reapply for the Advance EITC every calendar year that they wish to receive it. The 2010 W-5 Form can be downloaded from www.irs.gov beginning January 1, 2010.

and...

TAX CREDITS AND FEDERAL BENEFITS CALENDAR

Dates to Remember

DECEMBER/JANUARY

Include tax credits and benefits education materials in paychecks and when distributing W-2 forms. Begin educating employees about EITC and CTC through staff meetings and posted materials.

FEBRUARY

The peak number of tax refund claims are filed this month, and VITA centers begin opening.

MARCH

Make your final informative push before tax deadlines! Promote tax credits/federal benefits, advertise VITA center locations, and sign up new Advance EITC filers.

ONGOING

Include information about tax credits and federal benefits in all new-employee orientation packets. Employees must reapply for Advance EITC each calendar year. You can distribute W-5 forms to interested employees and remain available for employee questions year-round.



Step-by-step instructions
for employers

Useful deadlines
throughout the year.



Why Use the Toolkit?



More Americans are living in poverty today than at any time since 1960.

9.6 million--more than 1 out of 4 working families in America (29%) -- are low-income.

Your employees may be eligible for benefits that can help.



Why Use the Toolkit?



IRS estimates 25% of eligible filers don't apply for the EITC.

Cash in your employee's pockets.

Minimal business investment.

Ancillary returns.



Why Use the Toolkit?

Talent management =
Higher Shareholder Value

Shareholder
value

Customer
satisfaction

Employee
performance

Employee
satisfaction

Recruitment
and retention



Why Use the Toolkit?

Investing in your community...



...is a sustainable business practice.



Why Use the Toolkit?

Own the Process



The Earned Income Tax Credit (EITC)



The EITC is a tax credit for eligible working families that provides tax refunds of up to \$5,657.

- Who is eligible?
- How much can they receive?

The Child Tax Credit



**Change me, feed me,
deduct me.**

The Child Tax Credit is a nonrefundable credit that reduces the amount of taxes owed, based on the number of children per household.

- Who is eligible?
- How much can they receive?

EITC Eligibility and Credits

For EITC, if you have:	Earned Income <:	Claim EIC up to:
3 or more children	\$43,279	\$5,657
2 children	\$40,295	\$5,028
1 child	\$35,463	\$3,043
No children	\$13,440	\$457

Chart courtesy CBPP.

Volunteer Income Tax Assistance (VITA) Centers



- VITA centers provide your employees with free tax preparation assistance. They began opening in February.
- Your local United Way sponsors several VITA centers
- Find your nearest VITA center at: makeworkpay.com

Low-Income Home Energy Assistance Program (LIHEAP)



LIHEAP is a federal program that helps low-income households with their home energy bills. It can offer families bill payment assistance, energy crisis assistance, and energy-related home repairs.

- Who is eligible?
- How can they apply?

Supplemental Nutrition Assistance Program (SNAP)



SNAP was created to help low income families and individuals purchase nutritious food. Food stamps are not cash or coupons; they are available via debit card. Most grocery stores accept Food Stamps benefits.

- Who is eligible?
- How can they apply?

Medicaid and the State Children's Health Insurance Program (SCHIP)



- Medicaid and the State Children's Health Insurance Program (SCHIP) are publicly funded health care coverage programs. Many children eligible for Medicaid or SCHIP are from working families, but their parents don't realize their children may be eligible.
- What do Medicaid and SCHIP cover?
- How can they apply?

Medicare



- Medicare is health insurance that helps pay for preventative care, doctor visits, hospital stays, and prescription drugs.
- Who is eligible?
- How can they apply?

How do I get an *Employer Guide*?



Download the free EITC Toolkit at corporatevoices.org/2009-EITC-Toolkit.

Please re-brand and re-distribute the Toolkit to suit your needs. To get the art files for the Guide, please contact Corporate Voices.

How Corporate Voices is Active in the Northern Kentucky Area



All youth ready for
college, work & life.

- Corporate Voices is active in the Southeast through the Ready by 21 Partnership.
- The Partnership offers local communities a strategy to ensure that their youth will be ready for school, work, and life. From helping community leaders align resources to lending tools, resources, and support, the Ready by 21 Partnership is committed to improving the odds that youth today have to succeed in the future.
- www.readyby21.org

Resources in Your Area

United Way of Greater Cincinnati is:

- Helping families see if they can claim the EITC
- Providing free tax preparation services at 30 sites in Hamilton, Butler, and Clermont Counties and Northern KY
- For more information, visit: www.makeworkpay.com or call the United Way at 2-1-1.

Nancy Spivey at the Northern Kentucky Chamber of Commerce can also direct you to other local workforce solutions resources: nspivey@NKYCHAMBER.COM



**United Way
of Greater Cincinnati**

National Resources

Internal Revenue Service EITC site: <http://www.eitc.irs.gov>

Center on Budget & Policy Priorities: <http://eitcoutreach.org/>

AARP: <http://www.aarp.org/quicklink>

GovBenefits.gov: <http://www.govbenefits.gov/>

National EITC Outreach Partnership: <http://www.cbpp.org/eitc-partnership/index.html>

Contact:

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