



STATE OF CALIFORNIA

EARNED INCOME TAX CREDIT NOTIFICATION

In addition to the notice that appears on the reverse of the federal Form W-2 Wage and Tax Statement, California employers are required to notify all employees that they may be eligible for the federal Earned Income Tax Credit (EITC) by giving them a separate notice. This notice must be given one week before, after, or at the same time that the employer provides an annual wage summary.

Employers can provide notification by handing directly to the employee or mailing to the employee's last known address either:

- Instructions on how to obtain any notices available from the Internal Revenue Service for this purpose, including, but not limited to, the IRS Notice 797, or any successor notice or form; or
- A notice created by the employer, as long as it contains substantially the same language as the sample notice provided in the law – House Bill (HB) 650, Adopted October 13, 2007.

If it will assist you with employee notification, below is the language used in the sample notice in HB 650. You can either create your own statement to your employees or feel free to duplicate this form and distribute as appropriate.

California Employee:

“Based on your annual earnings, you may be eligible to receive the earned income tax credit from the federal government. The earned income tax credit is a refundable federal income tax credit for low-income working individuals and families. The earned income tax credit has no effect on certain welfare benefits. In most cases, earned income tax credit payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, Food Stamps, low-income housing or most temporary assistance for needy families payments. Even if you do not owe federal taxes, you must file a tax return to receive the earned income tax credit. Be sure to fill out the earned income credit form in the federal income tax return booklet. For information regarding your eligibility to receive the earned income tax credit, including information on how to obtain the IRS Notice 797, or any other necessary forms and instructions, contact the Internal Revenue Service by calling 1-800-829-3676 or through its web site at www.irs.gov.”

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