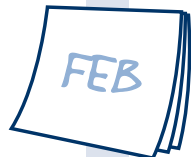


IMPORTANT DATES

EDUCATE YOUR EMPLOYEES THROUGHOUT THE YEAR

When you educate your employees about the Earned Income Tax Credit (EITC), Child Tax Credit, SCHIP, Food Stamps, LIHEAP, the Advance EITC program, and Volunteer Income Tax Assistance (VITA) centers, you build trust. You also give your employees the ability to supplement their incomes in tough economic times.

You can use the resources in the Employer Guide to educate yourself and those who work for you throughout the year. To help your employees get these valuable benefits, make note of these important deadlines.



DECEMBER/JANUARY: USE THE W-2 FORMS AS A TOOL. Include tax credits and benefits education materials in paychecks and when distributing W-2 forms. Begin educating employees about the Earned Income Tax Credit and Child Tax Credit through staff meetings and posted materials.

FEBRUARY: THE PEAK NUMBER OF TAX REFUND CLAIMS ARE FILED THIS MONTH, and VITA centers begin opening. Continue educating through staff meetings and posted materials. Employees should understand

- if they are eligible
- VITA center benefits
- the definition of the tax credit/federal benefit
- how to find VITA center locations

MARCH: APRIL 15 IS ALMOST HERE! 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: KEEP THEM INFORMED ALL YEAR. Include information about tax credits/federal benefits in all new-employee orientation packets. Employees must reapply annually for Advance EITC. You can distribute W-5 forms to interested employees and remain available for employee questions year-round.

