Department of Treasury
Internal Revenue Service
PO BOX 16335
Philadelphia, PA 19114-0439

Notice	CP08
Tax year	2008
Notice date	April 2, 2009
Social Security number	999-99-9999
To contact us	Phone 1-800-829-1040
Your Caller ID	1234
Page 1 of 3	

JAMES & KAREN Q. HINDS
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Important information about the Additional Child Tax Credit

You may qualify for a refund

Your 2008 Form 1040A shows you have one or more dependents and may qualify for the Additional Child Tax Credit.

Do not discard or overlook this notice because you appear to be entitled to some additional money.

Summary

The "Additional Child Tax Credit" is for certain taxpayers who get less than the full amount of the "Child Tax Credit."

- You may receive this credit even if you didn't owe any tax.
- You may be eligible even if you didn't qualify for the full amount of the Child Tax Credit.

What you need to do

Complete the Additional Child Tax Credit Worksheet on Page 3.

If the worksheet confirms that you have at least one qualifying child

- Sign and date the attached Additional Child Tax Credit Worksheet.
- Complete the enclosed Form 8812.
- Mail us both the Worksheet and Form 8812 in the enclosed envelope.

Next steps

The IRS will verify your worksheet and form and determine if you qualify.

If you qualify

- We'll send you a refund check in 6–8 weeks as long as you don't owe other tax or debts we're required to collect.

If you don't qualify

- We'll send you a letter explaining why.

Remember, to claim the Additional Child Tax Credit next year, complete and attach Form 8812 to your 1040 or 1040A tax return.

Additional information

- Visit www.irs.gov/cp08. You can also find the following online:
  - Instructions for Form 1040 or 1040A
  - Your Federal Income Tax (Publication 17)
  - Child Tax Credit (Publication 972)
- For tax forms, call 1-800-TAX-FORM (1-800-829-3676).

If you need assistance, please don't hesitate to contact us.

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Department of Treasury
Internal Revenue Service
Atlanta, GA 39901-0025

INTERNAL REVENUE SERVICE
ATLANTA, GA 33901-0025

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Additional Child Tax Credit Worksheet

Step 1

Fill in the name as it appears on the Social Security or Taxpayer Identification card for each dependent child you claimed on your 2008 tax return, line 6c.

A child is related to you if they are your son, daughter, stepchild, adopted child, brother, sister, stepbrother, stepsister, or any of their descendants, or a foster child.

Child's name	Social Security number or Taxpayer ID number	Is the child related to you?	Was the child born on or after January 1, 1992?	Is the child a U.S. citizen or resident?
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

- A child does **not** qualify if you answered **No** to **any** questions for that child.
- A child does qualify if you answered **Yes** to **all** questions for that child.

How many children qualify? .....

You will need to enter this information when you complete the Additional Child Tax Credit form (Form 8812).

If you have at least one qualifying child, complete Step 2 below, and send this worksheet to us along with your completed Form 8812 in the enclosed envelope.

Step 2

Sign and date the statement if you have at least one qualifying child.

Under penalties of perjury, I declare that this information is true and correct to the best of my knowledge.

Your signature ..... Date .....

Your spouse's signature (if you filed a joint return) ..... Date .....

☐ a.m. ☐ p.m. ☐ a.m. ☐ p.m.

Primary phone ..... Best time to call ..... Secondary phone ..... Best time to call .....

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