

Dear Individual Provider:

You have been identified as someone who may not have had the appropriate amount of Federal Income Tax (FIT) withheld from your pay in 2016 and 2017. **If you have a claim for damages as a result of inaccurate withholding, it must be postmarked or submitted online (if available) by Friday, January 25, 2019.**

Under a grievance settlement between your union SEIU 775 and the State of Washington, you may be eligible for compensation if you suffered damages as a result of inaccurate FIT withholdings in 2016 and 2017. But to claim any damages, you **MUST** fill out and return the accompanying forms or submit them online with the necessary documentation.

If you feel you did not have FIT correctly withheld from your pay, please review your records and ask yourself the following questions:

1. Did DSHS fail to withhold Federal Income Tax (FIT) from your paychecks, or was the amount of FIT withheld from your paychecks too small in 2016 or 2017?
2. When you filed your taxes for the 2016 or 2017 Tax Years, did you experience any of the following:
  - A federal income tax debt to the Internal Revenue Service (IRS) because federal income tax was not withheld at all from your paychecks, or the amount of FIT withheld from your paychecks was too small.
  - User fees or other fees associated with making payment arrangements with the Internal Revenue Service (IRS) to pay outstanding federal income taxes.
  - Penalties or late fees that were imposed by the IRS for failure to timely pay federal income tax.
  - Interest charged by the IRS due to your inability to pay federal income tax on time. Late fees incurred on other bills (such as rent, electricity, credit card, car payments, etc.) as a result of paying your federal income tax debt.
  - Payment for tax advice or tax preparation services associated with federal income tax owed for the 2016 or 2017 Tax Years *if* it was not your regular practice to pay for such services.

If you have answered yes to questions 1 and 2 and are able to provide verification in the form of receipts, bills, invoices, tax forms, documents, or letters from the IRS of your response to question 2 above, please send the questionnaire with your answers and the documentation which verifies your payment of your tax debt and expenses to the address below (Form A – Claim Form and Document Checklist) or submit the information online at the address listed below.

(Note that answering “yes” to the above questions and providing documentation does NOT guarantee that you have a viable claim under the grievance settlement. The neutral third-party administrator will evaluate all claims pursuant to the terms and conditions of the grievance settlement.)

If you are requesting payment for additional expenses that you experienced because you had to pay your federal income tax to the IRS, but you do not have receipts or bills to verify some or all of those expenses, please submit a bank, debit, or credit card statement showing the expense and a declaration signed under penalty of perjury to verify the additional expenses you experienced as a result of federal income tax debt (Form B – Verification of Other Expenses).

A lack of documented proof of damages will result in the denial of your claim. To ensure a higher likelihood that your claim will be approved, please provide the original or a duplicated copy (front and back) of the bill showing the debt and supply any and all documents you believe support your claim.

If you are requesting payment for tax advice or tax preparation services, you **MUST** include a signed declaration under penalty of perjury stating that it was not your regular practice in past Tax Years to pay for such services (Form C – Verification of Tax Services), in addition to an invoice/bill.

If you have verifiable damages as a result of inaccurate FIT withholding, you may be eligible for compensation under the grievance settlement. But you **MUST** fill out and send back or submit online the applicable forms and documentation to claim any damages.

Note that if you have not yet completed your taxes for the 2017 Tax Year and you believe you will owe the IRS federal income tax due to not having FIT withheld from your IP paychecks, you may seek tax advice and get reimbursed for that tax advice if it is outside of your normal practice. You may submit documentation of your expenses at any time between your receipt of this letter and **Friday, January 25, 2019**. If you have questions, please call the SEIU 775 Member Resource Center at 1-866-371-3200, but note that the union cannot provide tax advice.

Send all documentation to the following address:

SEIU-DSHS FIT Settlement  
P.O. Box 4068  
Portland, OR 97208-4068

Online submission is available at the below link:  
[www.seiu-dshsfitttlement.com](http://www.seiu-dshsfitttlement.com)

**You must postmark or submit your claim online no later than Friday, January 25, 2019, in order to be eligible for reimbursement of any allowable expenses.**