**Required Notice of Earned Income Tax Credit to all Employees**

Instructions for the EITC Notice:

Oregon employers are required to notify their employees on an annual basis of their potential eligibility for the federal and state Earned Income Tax Credit (EITC). Employers must send the information by regular or electronic mail to employees when sending the federal form W-2.

The notice must be in English and any other language typically used to communicate with employees. It’s recommended that employers use the following sample language provided by the Oregon Bureau of Labor and Industries.

SAMPLE EITC Notice:

Dear **[Employee Name]**,

Based on your annual earnings, you may be eligible for the federal and/or state **Earned Income Tax Credit** (EITC or EIC), a benefit for working people with low to moderate income, particularly those with children. EITC reduces the amount of tax owed and may provide a refund.

Visit these websites for additional information about how to qualify:

* Federal: <https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit>
* Oregon: <https://www.oregon.gov/DOR/programs/individuals/Pages/credits.aspx>

Sincerely,

**[Company Name]**