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

Instructions for the EITC Notice:

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

Employers must use the following sample language provided by the state. The notice must be updated annually in the appropriate blanks to reflect the maximum earned income tax credit and the maximum earnings to which such tax credit shall apply, as determined by the federal government.

SAMPLE EITC Notice:

Dear **[Employee Name]**,

If you earned less than $....... last year and have at least one child, you may be eligible to receive a tax credit from the federal government for as much as $....... Even if you don’t owe federal yaxes, you must file a tax return to receive the Earned Income Tax Credit. Be sure to fill out the Earned Income Tax Credit in the tax return booklet.

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Sincerely,

**[Company Name]**