

# ADVANCE EARNED INCOME TAX CREDIT

This is a special tax benefit for low to moderate income workers. Not all who qualify for the **EITC** (Earned Income Tax Credit) will qualify for the Advance **EITC**.

Advance **EITC** offers extra help year-round in meeting day-to-day expenses. A qualified worker can get payments in advance—each payday—rather than waiting until tax time to claim the credit.

As an employer, you can help us inform your employees of this opportunity.

# EARN KEEP SAVE **it**

## Erie FREE Taxes

Visit our website at [www.erieFREEtaxes.org](http://www.erieFREEtaxes.org)  
or call (814) 454-0843 for additional information.  
Erie FREE Taxes is a project of The Erie Community Foundation.



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Internal Revenue Service

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*Working to put service first*

If you have further questions about Advance **EITC**, call the IRS at 1-800-829-1040.

## ADVANCE EARNED INCOME TAX CREDIT

HOW

# ADVANCE **EITC** CAN ADD TO EMPLOYEES' TAKE-HOME PAY YEAR-ROUND

# A E I T C



[erieFREEtaxes.org](http://erieFREEtaxes.org)

## Who qualifies for Advance EITC?

Wage earners who meet income guidelines, and who have at least one child living with them, may qualify. For complete qualifications, see IRS Form W-5, *Earned Income Credit Advance Payment Certificate*.

The qualified employee simply completes Form W-5 and gives it to you.

## Do not use your own funds to make Advance EITC payments

Refer to the Form W-5 and the tables shown in Pub 15, *Employer's Tax Guide (Circular E)*, to compute the correct addition to the employee's take-home pay for the payroll periods. Pub 15 will specify the maximum limit each year.

Remember to reduce your required federal employment tax deposit by the amount of any Advance EITC payments you make to eligible employees.

## What's the difference between EITC and Advance EITC?

- » Earned Income Tax Credit (EITC) is a credit an eligible worker can claim when he or she files the federal income tax return. It can mean paying less tax—no tax—or even getting a refund.
- » Advance Earned Income Tax Credit (Advance EITC) is the portion of the EITC that qualified workers may be able to receive in advance payments, added to wages throughout the year. They may be able to claim a larger credit (EITC) when they file their tax returns.

## Assistance from the IRS

Your local IRS EITC coordinator may be able to provide speakers to talk to your employees about the Advance EITC and to help them fill out Form W-5. Look in your local telephone directory for the IRS office nearest you.

## Free informative material on Advance EITC

To tell your employees about Advance EITC, order these IRS publications, available in English and Spanish (SP). Phone the IRS at 1-800-829-3676.

- » Pub 1235 a self mailer in English and Spanish which includes Form W-5, *Advance EITC Employee Brochure*.
- » Pub 1759 (ENG/SP), *Advance EITC Poster* 8.5" x 11".
- » Pub 1762 (ENG/SP), *Advance EITC Stuffer*, to include in mailouts or with paychecks.

## Assistance from the IRS

- » Call the IRS at 1-800-829-3676 to order free forms and publications, or visit your local IRS office.
- » Form W-5, *Earned Income Credit Advance Payment Certificate*.
- » Pub 15, *Employer's Tax Guide (Circular E)*.
- » Pub 596, *Earned Income Credit*.
- » Pub 910, *Guide to Free Tax Services*.
- » **Internet:** IRS forms with instructions, tax publications, and other tax materials may be downloaded at our Web site: [www.irs.gov](http://www.irs.gov).
- » **TeleTax service:** call 1-800-829-4477 for recorded tax information.



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