



To All UCH Employees
Important information about the Earned Income Tax Credit and your W-2

Some additional important information pertaining to your 2016 taxes:

Federal and state Earned Income Tax Credit

In accordance with the Earned Income Tax Credit Information Act, the university includes a notice with all Form W-2 statements notifying employees that they may be eligible for the federal Earned Income Tax Credit (EITC). **Please note below an important amendment to this required notice**, notifying employees that they may also be eligible for the California EITC:

Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the federal government (federal EITC). The federal EITC is a refundable federal income tax credit for low-income working individuals and families. The federal EITC has no effect on certain welfare benefits. In most cases, federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance for Needy Families payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the federal EITC. Be sure to fill out the federal EITC form in the federal income tax return booklet. For information regarding your eligibility to receive the federal EITC, including information on how to obtain the IRS Notice 797 or any other necessary forms and instructions, contact the Internal Revenue Service by calling 1-800-829-3676 or through its website at www.irs.gov.

You also may be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the California EITC form (FTB 3514). For information on the availability of the credit, eligibility requirements, and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its web site at www.ftb.ca.gov.

Electronic W-2 now available

- If you signed up to receive an electronic W-2, it is now available in the [At Your Service \(AYSO\) portal](#). (If you did not sign for an electronic W-2, a printed version will be mailed to you by Jan. 31 if you did not already receive it by your department contact.)
- To access your electronic W-2, visit [AYSO](#) and click on “Income and Taxes,” then the link to “W-2 and 1095-C” to download a copy.
- **Important: UC does not send W-2s by email or text.** If you receive an email or text with an attachment for viewing your W-2, it is a phishing scam designed to gain your private information. Scammers may also send emails with fraudulent links. To access your W-2 statement, you must go directly to the [AYSO](#) site.
- If you signed up for an electronic W-2, UC **did** send you an email to say that your W-2 is now available if you log in to [AYSO](#).

You may contact the UC Hastings Payroll Office at (415) 565-4811 if you have questions related to your W2.