



## DIOCESE OF SACRAMENTO

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### LAY PERSONNEL

January 13, 2025

To: Pastors, Agency Directors, Office Managers, and School Principals

FR: Anna Schiele

RE: **Reminder of Notification Requirements Regarding Tax Credits**

California requires employers to notify employees of possible eligibility for earned income tax credit (EITC). Employers must provide additional information regarding antipoverty tax credits at the time that W-2's are distributed and again in March of each year.

We have prepared the handout that you will need to provide to employees in the month of January and then again in the month of March. For your ease we have included the handout with this memo.

We will send a friendly reminder again in late February regarding the March notification release.

Please feel free to contact the Lay Personnel Department with any questions or concerns at 916-733-0239.