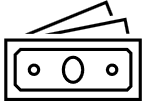


# File a Tax Return to Get Your Refund

You may be eligible for cash benefits from [Earned Income Tax Credit \(EITC\)](#), [Child Tax Credit \(CTC\)](#), and the *new refundable Virginia Earned Income Tax Credit*.



- Up to \$6,935 from Federal EITC
- Up to \$2,000 per child from the Federal CTC
- Up to \$1,040 from the new refundable Virginia EITC
- Any additional cash benefits from IRS withholdings

File your federal and state tax returns to receive these cash benefits. These refunds *will not* affect your VDSS benefits such as SNAP and TANF.

## How you can prepare:

- Plan to file electronically if you can.
- Plan to file for free. Most VDSS clients qualify for **free tax preparation assistance**:
  - ⇒ In-person **Volunteer Income Tax Assistance (VITA)** service locations, OR
  - ⇒ Online through [GetYourRefund.org/VDSS](https://www.getyourrefund.org/VDSS)
- Verify you have correct names, birthdates, and Social Security Numbers (SSNs), or Individual Taxpayer Identification Numbers (ITINs) for you and your household.
- Verify you have proof of income — your employer will provide you a **W-2**, or you may receive a **1099** for contractor work. Keep track of income and expenses if self-employed.
- Decide who is claiming child if multiple people can claim your children as dependents.

## How to file & Where to find help:

- Free virtual filing with an IRS-certified volunteer: [GetYourRefund.org/VDSS](https://www.getyourrefund.org/VDSS). They will:
  - ⇒ Walk you through answering questions about income and household & uploading pictures or files for identity, income, and other documents.
  - ⇒ Review everything with you over the phone / text & help submit the return electronically.
- Find in-person **VITA site**:
  - ⇒ Dial 2-1-1
  - ⇒ Visit [www.211virginia.org](http://www.211virginia.org) OR [getyourrefund.org/vita](https://www.getyourrefund.org/vita) providers to locate the *free service*.
- If you need help with responding to IRS notice / audit or want other tax assistance:
  - ⇒ Contact **Taxpayer Advocate Service**: [taxpayeradvocate.irs.gov](https://taxpayeradvocate.irs.gov) OR 1-877-777-4778
  - ⇒ Visit **Low Income Taxpayer Clinic (LITC)**
  - ⇒ Contact VDSS via email: [eitc@dss.virginia.gov](mailto:eitc@dss.virginia.gov) OR visit [dss.virginia.gov/community/eitc.cgi](https://dss.virginia.gov/community/eitc.cgi)

## Additional information:

- Custodial and Non-custodial parents
  - ◇ Usually, custodial parents claim any qualifying children as dependents.
  - ◇ Non-custodial parents may qualify for the childless EITC, and tax refunds can help pay off child support debts.
- Missing income proof documents?
  - ◇ You can still file by filling out IRS Form 4852, “Substitute for Form W-2, Wage and Tax Statement”.
- No permanent address or experiencing homelessness?
  - ◇ You may be able to use an address from a trusted relative or friend, a shelter, or a service provider, such as a health care clinic or community action agency.

