

SAN FRANCISCO
HUMAN SERVICES AGENCY

San Francisco Working Families Credit

Application
Tax Year 2023

The Working Families Credit (WFC) helps San Francisco families keep more of what they earn.

Receive an additional credit of up to \$250 if you claim the federal EITC or the California EITC.

Remember! You can qualify with an ITIN if you received the California EITC!

Due April 15, 2024

Complete and return this form or take it to your preparer when you file your taxes.

Apply online

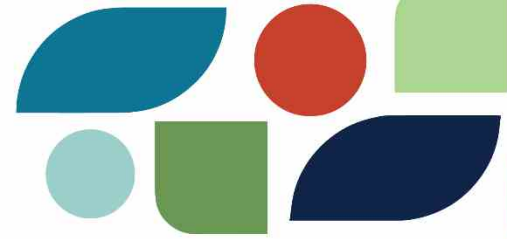
Free tax preparation services are available to low- to moderate-income households in San Francisco.

- To find free tax service locations and download WFC applications visit:

 **FreeTaxHelpSF.org**



SAN FRANCISCO
HUMAN SERVICES AGENCY



WITH YOU ON LIFE'S JOURNEY

San Francisco Human Services Agency supports individuals, families, and communities with food, health care, financial, employment, child care, and protective services.



Contact us today to learn about how we can help you:

(415) 557-5000 | 170 Otis St., San Francisco, CA 94103 Monday – Friday 8:00 a.m. - 5:00 p.m.

與您一起生活

三藩市人類服務局為個人、家庭和社區提供食品、醫療保健、財務、就業、兒童保育和保護服務。

與我們聯絡,看我們如何幫你

至電: (415) 557-5000 | 拜訪: 170 Otis St. San Francisco, CA 94103 | 辦公時間: 星期一至星期五, 上午八點至下午五點

CONTIGO CUANDO LO NECESITES

La Agencia de Servicios Humanos de San Francisco apoya a individuos, familias y comunidades con servicios de alimentación, atención médica, finanzas, empleo, cuidado infantil y de protección.

Contáctanos hoy para poder ayudarte.

Llama al: (415) 557-5000 | Visítanos en: 170 Otis St. San Francisco, CA 94103 | Horario: Lunes - Viernes, 8:00 a.m. - 5:00 p.m.





APPLICATION FOR SAN FRANCISCO WORKING FAMILIES CREDIT

WHAT IS THE WORKING FAMILIES CREDIT?

The Working Families Credit is a commitment by the City of San Francisco to help families who qualify for the federal Earned Income Tax Credit (EITC) – or the California Earned Income Tax Credit (CalEITC) if they have an Individual Taxpayer Identification Number (ITIN) – to keep more of what they earn. Eligible families will receive a Credit up to \$250 from the City in addition to their federal EITC or CalEITC payment, subject to available funds. This credit will not count as income for determining eligibility for most public benefit programs. Like last year, families that received the credit before can receive it again this year.

Remember: families that file taxes using an ITIN and qualify for the CalEITC are eligible for the Working Families Credit.

INSTRUCTIONS

Step 1: Check if you are eligible

You are eligible if you meet **all six** of the criteria below:

1. You earned less than **\$63,398 in 2023** if you filed your taxes using a Social Security Number (SSN) **or \$30,000** if you filed your taxes using an Individual Taxpayer Identification Number (ITIN).
2. You claim and qualify for either (A) the federal EITC, if you filed your taxes using a SSN, or (B) the CalEITC, if you filed your taxes using an ITIN.
3. If married, your spouse is not applying for the Working Families Credit this year.
4. You are claiming at least one qualifying dependent child on your tax filing who is either: A) under age 19, B) under age 24 and a full-time student, or C) permanently and totally disabled.
5. You live in San Francisco.
6. You have filed taxes by the April 15th deadline.

Step 2: Complete the application

Complete and sign the application form on page 3. You can complete the application yourself or have a tax preparer complete it for you. For help completing the application, call 211 to find a FREE tax preparation site near you!

You can also submit an online application at www.sfhhsa.org/applyWFC or download and print paper copies.

Step 3: For direct deposit to a checking or savings account, you must mark the correct boxes on page 3 and provide the complete routing number and account number in the spaces provided. For direct deposit to a **checking account**, you must **attach a voided check**, a copy of your **bank statement**, or a **direct deposit form** from your financial institution (bank, credit union, or prepaid card company) to your application. If you want a direct deposit to a savings account, contact your bank or credit union for the routing number for receiving an electronic deposit from a third party.

Step 4: Submit by April 15, 2024 and include a copy of either (A) your federal tax return, if you filed using a SSN, or (B) your state tax return, if you filed using an ITIN. Send your completed application and a copy of your tax return to:

City and County of San Francisco - HSA - WFC Program

PO Box 7988

San Francisco, CA 94120

Or deliver to HSA, 170 Otis Street, reception desk (first floor), or any free tax preparation site in San Francisco.

Applications must be postmarked or delivered by April 15, 2024.

Step 5: Receive your Working Families Credit in September. If your application is successful, you will receive your Working Families Credit in September 2024, subject to availability of funds.