



# CITY OF CHICAGO OFFICE OF THE MAYOR

**Richard M. Daley**  
Mayor

December 2003

Dear Chicago Business:

Making Chicago's neighborhoods affordable for people of every income, age and background has been one of my priorities as Mayor. Working together with community groups and others across the city, we've created over 100,000 new homes and apartments for people who otherwise might not have been able to afford them. Our new five year plan will add another 48,000 units. And, we've worked to keep city property taxes down and encouraged homeowners to take advantage of all the property tax relief they're eligible for.

Today, I am writing you to ask for your support in another effort to keep our neighborhoods affordable. Four years ago, I launched Chicago's first Earned Income Tax Credit (EITC) awareness campaign. Thanks to the efforts of our Chicago business, government and nonprofit partners, I am proud to say that our annual campaign has been a great success. However, there is still important work to be done in 2004, and we need your help to build and improve upon our previous successes.

The EITC can give much-needed relief to low-income working families. While helping those families make ends meet, the EITC also infuses millions of dollars into Chicago's economy each year. In 2003, the City of Chicago's 25 free tax preparation sites returned over \$21.5 million to about 16,500 families.

Our biggest challenge remains educating employees about the EITC. Thousands of workers who are eligible are not getting the credit, either because they haven't heard about the EITC or do not know how to apply for it. Many eligible Chicago families could be included among your employees. By joining me and reaching out to all of your employees, you can help those that qualify to obtain a cash bonus of up to \$4,204 annually. In addition, as part of our EITC awareness campaign, we will inform employees about the newly expanded Child Tax Credit, now worth up to \$1,000 per child and available to more families, even those who do not owe income taxes.

There are several important ways you can make a difference to Chicago employees and to our economy:

- Notify your employees about the EITC and the availability of the credit by printing information on pay-stubs, displaying posters and distributing materials (example materials enclosed); and



- Enlist employees to serve as volunteer tax preparers at organizations that help low-income families file for the credit.

If you wish to participate in the EITC awareness campaign, the City of Chicago and its nonprofit partners can provide you with all the necessary resources and information:

- Materials  
Please call the Chicago Tax Assistance Center at 312-744-1000 to request the delivery of posters and flyers to your work site.
- EITC Pay-Stub Language  
The following language is recommended by the City of Chicago to print on employee pay-stubs:

*BOOST YOUR INCOME THROUGH THE EITC! Call 311, the City of Chicago's non-emergency information line, to learn about the Federal Earned Income Tax Credit (EITC).*

- Volunteers  
Please contact either of the following organizations to enlist your volunteers in the free tax preparation assistance efforts:

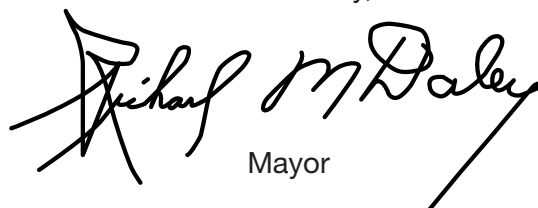
The Tax Counseling Project (TCP)	312-252-0280
Tax Assistance Program – It Adds Up (TAP)	312-466-0771

Both TCP and TAP can coordinate your employee volunteer activities.

If you have any questions, please feel free to contact Myer Blank, Executive Director of the Chicago Tax Assistance Center, at 312-744-1000.

I look forward to working in partnership with you and thank you for your assistance with this important issue.

Sincerely,



Richard M. Daley  
Mayor