



STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
DIVISION OF TAXATION  
PO BOX 448  
TRENTON, NJ 08646-0448

APRIL 28, 2014

LAST FIRST M  
STREET ADDRESS  
WALLINGTON, NJ 07057-1051

DLN: XXXXXXXX

Dear Taxpayer:

**We need more information before we can process your New Jersey Earned Income Tax Credit (NJEITC) claim.**

We received your 2013 NJ Income Tax Return, which includes your NJ EITC claim. However, we need more information about you, your income, and your dependents to process your NJ EITC.

**What do you need to provide?**

Please mail us copies of the following documents:

Social Security cards for yourself, your spouse/civil union partner (if you filed a joint return), and your dependent children (if any). If you don't have any of these, you must submit a completed Affidavit of Identity, which is available on our website at <http://www.state.nj.us/treasury/taxation/eitcrefund.shtml>

Birth certificates for your dependent children (if any). If you're not listed on the child's birth certificate, include documentation showing your relationship to the child or dependent. For example, if the child is your grandchild, we need the child's birth certificate and the birth certificate for the child's parent that lists you as a parent or guardian.

Your 2013 IRS Tax Account Transcript. You can order your Tax Account Transcript online at <http://www.irs.gov/Individuals/Order-a-Transcript> or by calling the IRS (toll free) at: 1-800-908-9946.

All of your 2013 W-2s, 1099s, and a pay stub from each job you worked in 2013. The final pay stub would be best.

**What should you do next?**

It's important that you respond. The sooner you send us all the information we need, the sooner we can process your NJ EITC. Please allow 90 days for the processing of your correspondence.

Send the information, together with a copy of this notice, to the following address:

NJ Division of Taxation - NEW, Taxpayer Accounting Branch, P.O. Box 448, Trenton, NJ 08646-0448

**If you have questions...**

We understand that you may have questions or concerns and we are here to help. Visit our website: <http://www.state.nj.us/treasury/taxation/> or call us: (609) 943-5000.