



**Department of
Taxation and Finance**

Financial Literacy on Taxes

Michelle Duchowny

Outreach Specialist, *Office of the Taxpayer Rights Advocate*

Agenda

1. Why do we pay taxes?
2. Forms to complete for your employer
3. What's a W-2 or a 1099-MISC?
4. What's in a tax refund?
5. Tax credits
6. Free file services
7. Paid preparers
8. Identity theft
9. Refund anticipation loans and checks
10. Refund options/Payment options

What Are Taxes?

Federal

- Public services
- Highway and road maintenance
- Parks and recreation
- Schools

State

- Public services
- Highway and road maintenance
- Parks and recreation
- Schools

W-4 IRS Withholding Allowance Certificate

----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

Form W-4 Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Employee's Withholding Allowance Certificate</h2> <p style="margin: 0;">▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	OMB No. 1545-0074 <h1 style="margin: 0;">2015</h1>
1 Your first name and middle initial	Last name	2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)	5	6 \$
7 I claim exemption from withholding for 2015, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶		7
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (This form is not valid unless you sign it.) ▶		Date ▶
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)	9 Office code (optional)	10 Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 2.
Cat. No. 10220Q Form **W-4** (2015)

W-4 Personal Allowances Worksheet

- Enter “1” for **yourself** if no one else can claim you as a dependent.
- Enter “1” if :
 - You are single and have only 1 job, or
 - You are married, have only one job, and your spouse does not work, or
 - Your wages from a second job or your spouses wages (or the total of both) are 1500 or less
- Enter “1” for your **spouse**. But you may choose to enter “0” if you are married and have a working spouse or more than one job (entering “0” may help you avoid having too little tax withheld)
- Enter number of **dependents** (other than your spouse or yourself) you will claim on your tax return
- Enter “1” if you will file as **head of household** on your tax return
- Enter “1” if you have at least \$2000 of **child or dependent care expenses** for which you plan to claim a credit (**Note**. Do **not** include child support payments)
- **Child Tax Credit** (including additional child tax credit)
 - If you income will be less than \$65,000 (\$100,000 if married), enter “2” for each eligible child; then less “1” if you have two to four eligible children or less “2” if you have 5 or more eligible children.
 - If you total income will be between \$65,000 and \$84,000 (\$100,000 and \$119,000 if married, enter “1” for each eligible child.

IT-2104 NYS Withholding Allowance Certificate



New York State Department of Taxation and Finance

Employee's Withholding Allowance Certificate

New York State • New York City • Yonkers

IT-2104

First name and middle initial	Last name	Your social security number
Permanent home address (number and street or rural route)	Apartment number	Single or Head of household <input type="checkbox"/> Married <input type="checkbox"/>
City, village, or post office	State	ZIP code
		Married, but withhold at higher single rate <input type="checkbox"/>
Note: If married but legally separated, mark an X in the Single or Head of household box.		

Are you a resident of New York City? Yes No

Are you a resident of Yonkers? Yes No

Complete the worksheet on page 3 before making any entries.

1 Total number of allowances you are claiming for New York State and Yonkers, if applicable (from line 17)

1	
---	--

2 Total number of allowances for New York City (from line 28)

2	
---	--

Use lines 3, 4, and 5 below to have additional withholding per pay period under special agreement with your employer.

3 New York State amount

3	
---	--

4 New York City amount

4	
---	--

5 Yonkers amount

5	
---	--



Paycheck Stub

Earnings Statement

EMPLOYEE NO.	EMPLOYEE NAME		SOCIAL SECURITY NO	PERIOD BEG.	PERIOD END	CHECK DATE
045345	JOHN J. DOE		xxx-xx-9898	01/18/2011	02/01/2011	02/04/2011
EARNINGS	HOURS	RATE	CURRENT AMOUNT	WITHHOLDINGS/DEDUCTIONS	CURRENT AMOUNT	YEAR TO DATE
REGULAR PAY	87.60		2307.69	STATE TAX AMT DEFERRED CMP FED TAX AMT HI TAX OASDI	87.69 0.00 281.54 33.46 96.92	350.77 0.00 1126.15 133.85 387.69
CURRENT AMOUNT	CURRENT DEDUCTION	NET PAY	YTD EARNINGS	YTD DEDUCTIONS	YTD NET PAY	CHECK NO.
2307.69	499.62	1808.08	9230.77	1998.46	7232.31	48974



1099-MISC

<input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED				OMB No. 1545-0115	
PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. ABC Builders Inc 123 Main Street Albany, NY 12232		1 Rents		2015	Miscellaneous Income
		\$			
		2 Royalties			
PAYER'S federal identification number 12-2334567		3 Other income		4 Federal income tax withheld	Copy 1 For State Tax Department
		\$		\$	
RECIPIENT'S name Jason Jones Street address (including apt. no.) 321 Broadway St City or town, state or province, country, and ZIP or foreign postal code Albany, NY 12122		5 Fishing boat proceeds		6 Medical and health care payments	
		\$		\$	
RECIPIENT'S name Jason Jones Street address (including apt. no.) 321 Broadway St City or town, state or province, country, and ZIP or foreign postal code Albany, NY 12122		7 Nonemployee compensation	4,750.50	8 Substitute payments in lieu of dividends or interest	
		\$		\$	
Account number (see instructions)		FATCA filing requirement <input type="checkbox"/>		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale ▶ <input type="checkbox"/>	10 Crop insurance proceeds
				\$	\$
11		12		13 Excess golden parachute payments	
				\$	
14 Gross proceeds paid to an attorney		15a Section 409A deferrals		15b Section 409A income	
				\$	
16 State tax withheld		17 State/Payer's state no.		18 State income	
				\$	
				\$	

Form **1099-MISC**

www.irs.gov/form1099misc

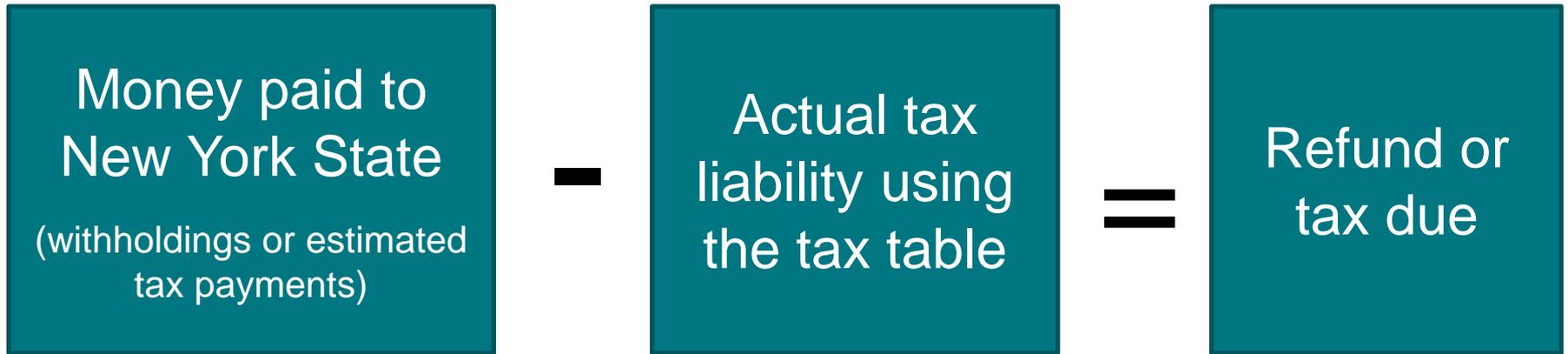
Department of the Treasury - Internal Revenue Service



Estimated Tax Payments

- No income tax withheld during the year
 - expect to owe \$300 or more in tax
- Quarterly payments
 - January 15
 - April 15
 - June 15
 - September 15

What is a Tax Refund?



New York State Credits

- Refundable
- Non-refundable
- Verification
 - self-employed (DTF-215)
 - child care for dependents or disabled (DTF-216)
- YouTube

Nonobligated Spouse

- Have your own source of income and withholding
- Spouse has a past due debt
 - student loan
 - child support
 - tax liability
- File Form IT-280

Free e-File Options

- **NYS Web-file** - File your State return with no income limit
- **DTF Hosted FSA** - File both federal and state returns if your income is \$60,000 or less with assistance from a tax department employee.
- **FSA** - Self Prepared return with a household income threshold of \$60,000 or less
- **VITA** - offers free tax help to most taxpayers with income less than \$53,000.
- **TCE** - Offers free tax help to individuals who are age 60 or older with no income restriction.

Tax Preparation Sites

- For Online Services or to e-file Federal & State returns:
www.tax.ny.gov
- To locate a FSA site hosted by the NYS Tax Department:
www.tax.ny.gov/fsa (click on your region)
- To locate a VITA site nearest to you:
www.irs.gov (enter key word VITA) or call **1-800-906-9887**
- To locate an AARP or TCE Tax Aide site nearest to you:
www.irs.gov (enter key word VITA) or call **1-888-227-7669**

Paid Preparers

- **Before** you hire a tax preparer, you should ensure that he or she is registered with the IRS and New York State.
- Don't hire a tax preparer who asks you to sign a blank return.
- You should also review a list of fees and be wary of high interest rates if you are offered a loan in advance of your refund.

Refund Anticipation Loans & Checks

What is a refund anticipation loan (RAL) or refund anticipation check? (RAC)

- **RAL** - high-interest loan guaranteed by a future tax refund
- **RAC** - fee driven check or bank card where tax preparation fees are deducted from the refund amount shown on return

Refund Options

You can receive your return by:

- Direct Deposit (***Fastest***)
- Debit card (***Faster***)
- Paper check (***Fast***)

Payment Options

- Electronic Funds Transfer (EFT) from a checking or savings account
- Credit card (fee may apply)
- Mail in a check with Form IT-201-V (whether or not you e-filed the return or filed on paper)

Received a Tax Bill?

Don't Ignore It!



Scams

Example:

“I’m calling to help determine your eligibility for certain New York State tax credits. Please provide me with your social security number and date of birth so I can get that information for you.”

- Visit our website to obtain a valid phone number
- Contact us with any questions
- Attorney General Consumer Fraud and Protection Bureau
 - 800-771-7755
- NYS Department of State Division of Consumer Protection
 - www.dos.ny.gov/consumerprotection

Victims of Identity Theft

What to do:

- Visit our website at www.tax.ny.gov/help/contact/identity-theft.htm
- [Form DTF-275, Identity Theft Declaration](#)
- Fax items to (518) 435-2990 (Attn: Identity Theft) or mail to:
 - NYS Assessment Receivables (Attn: Identity Theft)
PO Box 4128, Binghamton NY 13902-4128
- Call (518) 457-5181

Online Service for Individuals (cont.)

- Respond to a bill or department notice
- E-mail alerts
- View Account Summary
- View payment history
- Watch demos and videos
- Withholding information

Department Website

www.tax.ny.gov

- Learn about New York State credits
- Verify your tax preparer
- Find a Free File location
- Check your refund
- Forms and instructions
- Watch YouTube videos on New York State tax topics

**Questions?
Comments?**

