

Yearly Earned Income Credit for Tax Year YYYY

EICRPT

REPORT PURPOSE

The report lists employees who have EIC CD: J, M or S on the P010 Withholding Data / Locator Data screen. OSPA includes the earned income credit when calculating the employees' federal and state income tax withholding.

REPORT FREQUENCY

OSPA produces the report annually with October final run 2.

MANAGEMENT CONTROLS

X	Legal compliance	X	Reliability of information
	Separation of duties	X	Access and accountability (physical security)
X	Audit compliance and resolution		Reasonable assurances and safeguards (waste, loss, and misappropriation)

RESPONSIBILITIES

Form W-5 expires on December 31 of each year. Employees wishing to continue the earned income credit program for the next year must submit a new W-5 by January 1. If you do not receive a new W-5 by final cut-off for January run 1, change the EIC to N on the P010.

REPORT INFORMATION DETAILS

OSPA sorts the report by agency and employee name. The report includes employee name, employee ID, and EIC amount.

OSPA Reference Manual

Reports

Yearly Earned Income Credit for Tax Year YYYY

REPORT MESSAGE CODES

Code	Message with Code	Description
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SECURE STORAGE AND DESTRUCTION

Reports printed prior to August 28, 2006, contain employee social security numbers and require secure storage and destruction. Reports printed August 28, 2006, and later have the employee's ID rather than SSN.

DATAMART ASSOCIATIONS

All elements are available in the NET_PAY Datamart table.

Include the following fields in your query:

- Employee Name
- Employee Num
- Earn Inc Cr Amt (filter: ≠ zero)
- Pay Period End (filter: periods between 12/31/xx and the most-recent payroll run; do not include in results)
- Earn Inc Cr Cd (filter: "J, M, S" or ≠N; do not include in results)

OTHER INFORMATION

REVISION HISTORY

Date	Rev. No.	Modification
10/17/06	1.0	Original
11/06/08	1.1	SSN replaced with Employee ID
08/07/09	1.2	WR #2864, EIC CD = J, M, N, S