

Instructions for Participants Applying for Paycheck Plus Bonus by Mail

If you cannot visit a United Way Paycheck Plus free tax site, you may apply for your Paycheck Plus bonus by mail. To apply, you must file your 2016 taxes. Wait until the IRS receives and accepts your tax forms, then send the following to Paycheck Plus:

1. **A copy of your completed Tax Year 2016 federal tax return** that was filed with the IRS in 2017.
This includes:
 - a. Form 1040 (or 1040A, or 1040EZ)
 - b. Copies of all W-2 forms and any other earnings statements used to prepare the return
 - c. Schedule C if you were self-employed
 - d. A completed state return may be provided in addition to the federal return
2. **Proof the IRS accepted** your Tax Year 2016 return (one of the following options)
 - a. If you are getting refund from IRS - a printed copy of the "Refund Status Results" page from www.irs.gov/Refunds that shows "Refund Approved" and matches the refund amount shown on your 1040
 - b. If you owed money to IRS or cannot use IRS website - a letter or statement from the IRS that includes the amount owed or the amount refunded shown on your 1040
 - c. If you are getting a refund from the State of Georgia - a printed copy of the results page from <https://dor.georgia.gov/wheres-my-refund> that shows the refund was approved and matches the refund amount on the Georgia tax form that was filed
 - i. Earnings on Georgia tax form must match earnings on your 1040
 - d. A list of these options can be found on our website (<http://paycheckplus.mdrc.org/>) by selecting ATLANTA, then clicking PROVIDE PROOF OF IRS ACCEPTANCE
3. Signed **Preferred Payment Method Verification Sheet**
 - a. Choose to have your bonus payment Directly Deposited into a bank account you already own, or you can receive your bonus on a Paycheck Plus Debit Card that will be created for you.
 - b. This form can be printed from our website (<http://paycheckplus.mdrc.org/>) by selecting ATLANTA, then clicking PICK A PAYMENT METHOD)

Send all application materials to:

Paycheck Plus
c/o Diane McCants
United Way of Greater Atlanta
100 Edgewood Avenue, NE
Atlanta, GA 30303

The Paycheck Plus team will enter your information into the online application system. If you are eligible to receive a bonus, you will receive a call or email with more information about when to expect your bonus and how to check the status of your payment.