

December 4, 2015

Via Overnight Delivery  
Mr. Client  
Address

RE: ABC Company  
Federal Empowerment Zone Tax Credit

Dear Mr. Client:

Thank you for allowing us to assist you with securing 2014 Empowerment Zone tax credits for Client, Inc. We are pleased to provide you the enclosed tax package supporting your credits in the amount of **\$5,303.11**.

Specifically, we have enclosed the following documentation:

- 1) A sample Form 8844 which will need to be included in your Federal corporate income tax return
- 2) Line by line details to assist you or your tax preparer with completion of the Form 8844.
- 3) A credit detail report with employee level supporting documentation. This should NOT be included in your Federal income tax return, but is provided for your internal documentation purposes only.

If you have any questions, please do not hesitate to call us at NUMBER.

Very truly yours,

GetHired

Enclosures

**Test Company**  
**2014 Year End Tax Credit Report**

Employee Name	Employee Street	Employee City	Employee State	Hire Date	Term Date	Hours Worked	Total Wages	Qualified Wages	Earned Credits
Zone Location: 2343 N Waterford, Atlanta, GA									
John Smith	1 Main St	Atlanta	GA	1/2/2012	11/30/2014	2,487.2	22,385.16	15,000.00	3,000.00
Piper Aerot	23 Long Blvd	Atlanta	GA	9/6/2014		581.6	5,234.34	5,234.34	1,046.87
Todd Cirrus	2345 E 1st St	Atlanta	GA	7/1/2014		697.9	6,281.21	6,281.21	1,256.24
Total							\$ 33,900.71	\$ 26,515.55	\$ 5,303.11

**ABC COMPANY  
2014 TAX YEAR  
FORM 8844 INSTRUCTIONS**

Please provide the following information to your tax preparer for completion of your income tax return.  
Please contact us if you have any questions or concerns.

Line 1: \$ 26,515.55

Line 2: \$ 5,303.11

**Empowerment Zone Employment Credit**

Department of the Treasury  
Internal Revenue Service

▶ **Attach to your tax return.**

▶ **Information about Form 8844 and its separate instructions is at [www.irs.gov/form8844](http://www.irs.gov/form8844).**

Attachment  
Sequence No. **99**

Name(s) shown on return

Identifying number

<b>1</b>	Enter the total qualified empowerment zone wages paid or incurred during calendar year 2015 only (see instructions) . . . . .	<b>1</b>		
<b>2</b>	Multiply line 1 by 20% (0.20). See instructions for the adjustment you must make to salaries and wages . . . . .	<b>2</b>		
<b>3</b>	Empowerment zone employment credit from partnerships, S corporations, cooperatives, estates, and trusts . . . . .	<b>3</b>		
<b>4</b>	Add lines 2 and 3. Cooperatives, estates, and trusts, go to line 5. Partnerships and S corporations, stop here and report this amount on Schedule K. All others, stop here and report this amount on Form 3800, Part III, line 3 . . . . .	<b>4</b>		
<b>5</b>	Amount allocated to patrons of the cooperative or beneficiaries of the estate or trust (see instructions) . . . . .	<b>5</b>		
<b>6</b>	Cooperatives, estates, and trusts, subtract line 5 from line 4. Report this amount on Form 3800, Part III, line 3 . . . . .	<b>6</b>		

**For Paperwork Reduction Act Notice, see separate instructions.**

Cat. No. 16145S

Form **8844** (2015)