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Congress has passed two rounds of stimulus checks. The email templates on this page are for the **first stimulus check**. [Details on the second stimulus check can be found here.](#)

Economic Impact Payment Email Templates

Community Organizations Email Template

Subject line: Stimulus payments outreach – we’ve got work to do!

Hi _____,

Did you know that millions of eligible people could miss out on their Economic Impact Payments (EIPs)/ stimulus checks because they have to file an online form with the IRS to get it? This includes **# of people in our state** [insert number for your state from www.cbpp.org/research/federal-tax/aggressive-state-outreach-can-help-reach-the-12-million-non-filers-eligible-for]. While most people get their payments automatically after filing a tax return (or based on participation in certain federally administered programs), this group of “non-filers” must take action to get their money (worth \$1,200 for adults and \$500 for qualifying children).

I am helping connect non-filers to their EIPs by _____ (e.g. offering help with the online form, conducting street outreach to people experiencing homelessness, calling clients to make sure they’ve signed-up to get their payment, telling everyone who calls our organization about EIPs and how to get them, etc.). I’m using outreach resources from the Get It Back campaign which makes this process easier: eitcoutreach.org/coronavirus. These payments provide a significant amount of money that so many people desperately need.

Eligible individuals have until November 21st to file for their EIP, so we've got our work cut out for us. I hope you will join me in this important effort.

Sincerely,

Client Email Template

Subject line: What you need to know about stimulus payments

Dear _____,

You may have heard about Stimulus checks (officially called Economic Impact Payments) in the news. The government is providing this money to help reduce the financial burden of COVID-19. You can get up to

\$1,200 for adults and \$500 per eligible child. Payments are sent automatically to people who file a 2018 or 2019 tax return and to people participating in certain federally administered programs.

If you haven't gotten your payment yet, you may need to complete an online form so the IRS knows where to send your payment. Eligibility is based on 3 factors:

1. *Income:* To get the full payment, your income must be under \$75,000 (single, or married filing separately) or \$150,000 (married filing jointly). You also qualify if you have no income.
2. *Social Security number:* You and your spouse (if filing jointly), each have a valid Social Security number (one if military).
3. *Dependency:* Someone else cannot claim you as a dependent on their tax return.

For children, every dependent child under 17 who has a Social Security number or Adoption Taxpayer Identification Number (ATIN) is eligible for the additional payment worth up to \$500.

If you qualify for the EIP, know that it is YOUR money. EIPs are not a loan. They are non-taxable and don't need to be repaid to the government.

Go to this website to fill out the form: www.irs.gov/coronavirus/non-filers-enter-payment-info-here. It is easier to do this on a computer rather than a phone. To complete the form, you'll need to provide: your full name (and name of spouse, if present), mailing address, date of birth, Social Security number, bank account information (if available), driver's license or state-issued ID (if you have one), and details for any qualifying children you have.

If you need help, with the form, contact _____. If you need to file a tax return, you can get help at _____. **[Insert local resources. If local help isn't available in your area, you can direct people to GetYourRefund.org. Note: this service is available at a limited capacity, so direct people to local support first if possible.]**

For questions about stimulus payments, [see these FAQs](#).

Sincerely,

P.S. – The IRS will NOT contact you by phone, email, text message, or social media to request personal information – especially banking details – or ask you to provide a “processing” fee. The IRS will send written correspondence.