

Steps to a WOTC

As taken from website: <http://www.doleta.gov/business/Incentives/opptax/>

An employer must request and receive certification from its state workforce agency (SWA) that the **new hire** is a member of one of the nine WOTC target groups before the employer can claim the WOTC on its federal income tax return. To request certification, the employer must:

1. Complete Pre-Screening Notice and Certification Request for the Work Opportunity Credit (**IRS Form 8850**),
 - a. page 1 by the date of the job offer
 - b. page 2 after the individual is hired
2. Complete ETA Form 9062 *Conditional Certification Form*
3. Mail the signed/dated IRS and ETA forms to the state workforce agency's WOTC Coordinator not later than 28 days after the new hire begins work.

Contact Information

U.S. Department of Labor/ETA
ATTN: WOTC Coordinator
90 7th Street, Suite 17-300
San Francisco, CA 94103
Phone: 415-625-7900
Fax: 415-625-7903