

Work Opportunity Tax Credit (WOTC)

Help put California to work!

What is WOTC?

- A Federal tax credit available to employers in 53 states and territories who hire individuals in certain traditionally hard-to-hire target groups.
- Congress normally reauthorizes the program and its target groups every two years, and funding on an annual basis.
- In California, the Employment Development Department (EDD) administers the processing of the WOTC certifications.

California's WOTC

- In 2016, California granted a total of \$465,743,400 in tax credits.
- Of the 453,707 certification requests received in 2016, 80% were submitted electronically.
- California receives and processes more WOTC requests than any other state.

How does WOTC help?

- Encourages the hiring of individuals who face significant barriers to employment.
- Provides a federal tax credit to employers who hire these individuals.
- Boosts California's economy by putting more of the population to work; saving supportive services funds in doing so (e.g., food stamps, unemployment, etc.).

What are the target groups?

- **A – Short-term TANF Recipient** (up to \$2,400)
- **B – Veterans** (up to \$9,600)
- **C – Ex-Felon** (up to \$2,400)
- **D – Designated Community Resident** (up to \$2,400)
- **E – Vocational Rehabilitation Referral** (up to \$2,400)
- **F – Qualified Summer Youth** (up to \$1,200)
- **G – SNAP (Food Stamp) Recipient** (up to \$2,400)
- **H – Supplemental Security Income Recipient** (up to \$2,400)
- **I – Long-term TANF Recipient** (up to \$9,000)
- **L – Long-term Unemployment Insurance Recipient** (up to \$2,400)

Veterans Processing Preference

Qualified Veterans are:

- 180 days of consecutive active duty services that do not include school or training
- Received any type of discharge from the United States Military
- No age restrictions



Veterans WOTC Sub-Target Groups

- **Ba – Veteran who receives SNAP**
 - Up to \$2,400
- **Bb – Disabled Veteran who is hired within one year of discharge**
 - Up to \$4,800
- **Bc – Disabled Veteran who is unemployed at least six months prior to being hired**
 - Up to \$9,600
- **Bd – Veteran unemployed at least four weeks prior to being hired**
 - Up to \$2,400
- **Be – Veteran unemployed at least six months prior to being hired**
 - Up to \$5,600


eWOTC – WOTC Online!

- Submit WOTC certification request applications
- Check status of submitted applications
- Print letters for previously submitted applications
- Faster processing of certification requests

The screenshot shows the navigation menu for the eWOTC online portal. At the top, there is a horizontal navigation bar with five items: 'Home' (highlighted in orange), 'Manage Applications', 'Reports', 'Account Services', and 'Contact Us About WOTC'. Below this bar, the main content area is organized into a grid. On the left, there is a 'Help' section with a play button icon and the word 'Home' in orange. The main content is divided into four columns: 'Manage Applications' (with a list of actions like 'View Prior Submissions', 'Submit Single Application', etc.), 'Reports' (with 'Processed Report' and 'Outstanding Report'), 'Account Services' (with 'Update eWOTC Profile' and 'Authorized Users List'), and 'Contact Us' (with 'Contact Us About WOTC'). A 'Help' section at the bottom right lists 'Frequently Asked Questions (FAQs)' and 'eWOTC Information and Instructions'.

Home Manage Applications Reports Account Services Contact Us About WOTC

Help

 Home

Manage Applications

- View Prior Submissions
- Submit Single Application
- Submit Multiple Applications
- Submit Supporting Documentation
- Application Search
- Reviewed Case Status

Reports

- Processed Report
- Outstanding Report

Account Services

- Update eWOTC Profile
- Authorized Users List

Contact Us

- Contact Us About WOTC

Help

- Frequently Asked Questions (FAQs)
- eWOTC Information and Instructions

What forms are needed to apply?

- As a minimum there are two forms that must be filled out and signed by both the employee and the employer to request a certification:
 - Internal Revenue Service (IRS) form:
IRS 8850 – Prescreening Notice and Certification Request
 - Department of Labor (DOL) form:
DOL-ETA 9061 – Individual Characteristics Form

The image shows two overlapping government forms. The top-left form is IRS Form 8850, titled "Pre-Screening Notice and Certification Request for the Work Opportunity Credit". It includes fields for the job applicant's name, address, date of birth, and social security number. The bottom-right form is DOL-ETA 9061, titled "Individual Characteristics Form (ICF) Work Opportunity Tax Credit". It includes fields for the employer's name, address, and telephone number, and the applicant's name, address, and telephone number. Both forms are white with blue and black text and are slightly tilted.

Supporting Documents

- Supporting documents that are accepted by the California WOTC office, but are not required:
 - Veteran Documents – DD214 and, if applicable, letter from Veteran's Administration stating Veteran's disability status.
 - Vocational Rehab Documents – Letter from Vocational Rehab agency, Social Services agency, or Veteran's Administration verifying referral.
 - Ex-Felon Documents – Court documents, correctional institution records, or a statement from parole officer that includes the inmate identification number and their release date.

Self-Attestation Form (SAF)

for

Long-Term Unemployment Recipient (LTUR) Target Group

- If applying for the LTUR target group, a completed and signed DOL-ETA Form 9175 – Self-Attestation Form should accompany the IRS 8850 and ETA 9061.

The image shows the official Self-Attestation Form (SAF) for the Long-Term Unemployment Recipient (LTUR) Target Group. The form is titled "LONG-TERM UNEMPLOYMENT RECIPIENT SELF-ATTESTATION FORM" and is part of the "Work Opportunity Tax Credit (WOTC) Program". It is issued by the U.S. Department of Labor, Employment and Training Administration, with OMB Control No. 1205-0371 and an expiration date of November 30, 2016. The form includes instructions, a declaration box, and fields for the new hire's signature, name, social security number, date of birth, employer name, and employer federal ID number. It also contains a section for checking statements about unemployment duration and benefits received, a privacy act notice, and a public burden statement. The form number is ETA Form 9175 (May 2016).

U.S. Department of Labor
Employment and Training Administration

OMB Control No. 1205-0371
Expiration Date: November 30, 2016

LONG-TERM UNEMPLOYMENT RECIPIENT SELF-ATTESTATION FORM
Work Opportunity Tax Credit (WOTC) Program

Instructions: This Self-Attestation Form (SAF) is to be completed, signed, and dated by the new hire only. Employers or consultants submit this SAF to the State Workforce Agency with IRS Form 8850 or if filed separately, with ETA Form 9061 (or ETA Form 9062) for each certification request filed for the new target group.

Under penalties of perjury, I declare that this information is true and correct to the best of my knowledge.

New Hire's Signature: _____ Date _____

New Hire Name: _____

Social Security Number: _____ - □□□□ Date of Birth: _____
(Enter last four digits) (Enter date)

Employer Name: _____

Employer Federal ID (EIN) Number: _____ - □□□□
(Enter last four digits)

Please check all the statements that apply to you and provide all requested dates. Sign and date this form where indicated below.

I declare that I was in a period of unemployment that is at least 27 consecutive weeks the day before I began to work for this employer, or, if earlier, the day I completed IRS Form 8850. I have been in a period of unemployment of not less than 27 consecutive weeks, from _____ to _____.
(Enter start date) (Enter end date)

I make this declaration on the day I completed IRS Form 8850 _____.
(Enter date)

I declare I have received unemployment compensation/benefits under State or Federal law during a period of unemployment.

Privacy Act Notice:
The Internal Revenue Code of 1986, Section 51, as amended and its enacting legislation, P.L. 104-188, specify that the State Workforce Agencies are the "designated" agencies responsible for administering the WOTC certification procedures of this program. The information you have provided completing this form will be disclosed by your employer to the State Workforce Agency. Provision of this information is voluntary; however the information is required to determine your employer's eligibility for the federal tax credit.

Public Burden Statement:
Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondents' obligation to complete this form is required to obtain or retain benefits (P.L. 111-5). Public reporting burden is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate to the U.S. Department of Labor, Division of National Programs Tools Technical Assistance, Room C-4510, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0371). Please do not submit completed forms to this address.

ETA Form 9175 (May 2016)

When does the request need to be submitted?

- The applications for request of certification (IRS 8850 & ETA 9061) must be submitted together online or postmarked **within 28 days of the employee's start date.**
 - Online: www.edd.ca.gov/WOTC
 - Mail: EDD WOTC Processing Center
2901 50th Street
Sacramento, CA 95817

Notification of Decision

- A letter of determination will be mailed to the employer or tax representative.
- If a certification letter is issued, file for a tax credit with the IRS.
- If the request is denied, a letter stating the reason for denial will be sent.

Contact California WOTC @

- Online – www.edd.ca.gov/wotc
- Email – WOTCSupport@edd.ca.gov
- Phone – 1-866-593-0173
- Mail – Employment Development Dept.
Attn: WOTC Center
2901 50th Street
Sacramento, CA 95817

In Conclusion

- WOTC is a Federal tax credit available to employers
- EDD administers the processing of the WOTC certifications
- 10 Target Groups with five Veterans Sub-Target Groups
- Veterans given processing preference
- Electronic filing available
- WOTC helps put California back to work!