

# EMPLOYERS: 9 Ways to Earn Income Tax Credits for Your Company

## *The Work Opportunity Tax Credit (WOTC): An Employer-Friendly Benefit for Hiring Job Seekers Most in Need of Employment*

### In This Fact Sheet:

- **How to Earn a Tax Credit For New Hires**
- **How To Apply For The Tax Savings**
- **Where To Get More Information**

### Background and Updates:

Use of the WOTC has substantially increased in recent years as Congress has introduced new target groups, expanded several target groups' requirements, increased the tax credit for certain groups and introduced new flexible filing provisions. For example, during Fiscal Year 2010, over 849,868 certifications were issued by the state workforce agencies, and this figure is growing every year.

On December 31, 2010, the legislative authority for the two temporary groups created by the American Recovery and Reinvestment Act of 2009 (Recovery Act) ended. These groups were the: 1) Unemployed Veterans and 2) Disconnected Youth. On December 17, 2010 President Obama signed the *Tax Relief Unemployment Insurance Reauthorization and Job Creation Act of 2010* (the Act) P.L.111-312. This Act extended:

- the WOTC program for four additional months through December 31, 2011, and
- each HUD-designated urban Empowerment Zone (EZ) and each USDA-designated rural EZ from January 1, 2010 through December 31, 2011.

This Fact Sheet discusses the WOTC program and how employers can participate. The Work Opportunity Tax Credit can now be as much as:

- \$2,400 generally for each new adult hire,
- \$1,200 for each summer youth hire,
- \$4,800 **for each new disabled veteran hire**, and
- \$9,000 **for each new long-term TANF recipient hired over a 2-yr. period.**

### By Participating in the WOTC Program Employers:

- Make the hiring decision,
- Complete minimal paperwork to claim the tax credit, and
- Can hire as many new individuals who qualify for these tax savings.

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## Hire From Among These 9 Groups of Job Seekers to Qualify for the WOTC

- 1. Long-term TANF recipient \*** -- member of a family that received Temporary Assistance for Needy Families (TANF) for at least 18 consecutive months ending on the hiring date, **or** a member of a family that received TANF for any 18 months beginning after August 5, 1997, and the earliest 18-month period, beginning after August 5, 1997, ended during the past 2 years ending on the hiring date, **or** whose family stopped being eligible for TANF because Federal or state law limited the maximum time those payments could be made, and the individual is hired not more than 2 years after such eligibility ended.
- 2. Other TANF recipient \*** -- member of a family that received TANF payments for any 9 months during the 18-month period ending on the hiring date.
- 3. Veteran \*** -- member of a family that received Supplemental Nutrition Assistance Program (SNAP) benefits (food stamps) for at least a 3-month period during the 15-month period ending on the hiring date, **or** a disabled veteran entitled to compensation for a service-connected disability hired within one year of discharge or release from active duty **or** unemployed for a period or periods totaling at least 6 months of the year ending on the hiring date.
- 4. 18-39 year-old SNAP (food stamps) recipient \*** -- member of a family that received SNAP benefits (food stamps) for **either** the 6-month period ending on the hiring date, **or** for at least 3 of the 5 months ending on the hiring date in the case of a family member who ceased to be eligible for such assistance under Section 6(o) of the Food Stamp Act of 1977.
- 5. 18-39 year-old designated community resident** -- individual who lives within an Empowerment Zone (EZ), or Rural Renewal County (RRC). **\*\* New: On December 17, 2010, P.L. 111-312 reauthorized each HUD-designated urban Empowerment Zone (EZ) and each USDA-designated rural EZ from January 1, 2010 through December 31, 2011.**
- 6. 16-17 year-old summer youth** -- individual who works for the employer between May 1 and September 15, and lives in an EZ. **\*\***
- 7. Vocational rehabilitation referral** -- disabled person referred to the employer upon completion of (or while receiving) rehabilitation services approved by the State, the Ticket-to-Work Program, or the Department of Veterans Affairs.
- 8. Ex-felon** -- individual who was convicted of a felony and who is hired within one year after the conviction or release from prison.
- 9. SSI recipient** -- individual who received Supplemental Security Income benefits for any month ending during the past 60-day period ending on the hiring date.

**Some employees do not qualify the employer for the WOTC. They include:**

- Relatives and dependents,
- Majority owners of the employer, or
- Former employees.

\* Based on the Internal Revenue Service's 2003 Revenue Ruling, members of these four groups (i.e., Veteran; Short and Long-Term TANF; and SNAP Recipient groups) need not receive the assistance/benefits for the entire period if the family received it for the entire period **and** the individual was on the grant and thus received such assistance/benefits **for at least one day** of the specified period (see TEGL #: 20-04, March 18, 2005).

\*\* For information on EZs, visit <http://www.hud.gov/cr> or call 1-800-998-9999. For information on RRCs see **Instructions** to IRS 8850, August 2009.

**CLARIFICATION:** *The former "long-term TANF recipient" target group under the WtWTC is now a new WOTC target group. This new target group retains its former statutory definition and the more generous tax credit provisions for a tax credit of as much as \$9,000 over a two-year period per new hire. With respect to this target group, the first-year WOTC is increased to 40% of qualified wages for the first year of employment and 50% of qualified wages for the second year of employment. Qualified wages are capped at \$10,000 per year. To qualify employers for this tax credit, new hires must be employed at least 120 hours.*

**Certification of an Employee  
Takes Three Simple Steps:**

An employer must request and receive certification from its state workforce agency (SWA) that the **new hire** is a member of at least 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 page 1 of IRS Form 8850, *Pre-Screening Notice and Certification Request for the Work Opportunity Credit*, by the date of the job offer and page 2 of IRS Form 8850 after the individual is hired;
2. Complete *one of the following* U.S. Department of Labor forms, as appropriate:
  - ETA Form 9061, *Individual Characteristics Form*, if the new hire has not been given a Conditional Certification, ETA Form 9062, or
  - ETA Form 9062, *Conditional Certification Form*, if provided to the job seeker by a Participating Agency, such as a Vocational Rehabilitation Agency, an Employment Network, or a SWA; **and**
3. Mail the signed/dated IRS and ETA forms to the state workforce agency's WOTC Coordinator not later than 28 calendar days after the new hire begins work.

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Form	Website Address	Phone No.
IRS 8850	<a href="http://www.irs.gov/formspubs/index.html">http://www.irs.gov/formspubs/index.html</a>	1-800-829-3676
ETA 9061	<a href="http://www.doleta.gov/wotc">http://www.doleta.gov/wotc</a>	(See State Coordinators Contact List)

## How to Calculate the WOTC

For most target groups, the WOTC is based on *qualified wages* paid to the employee for the *first year of employment*. Generally, qualified wages are capped at \$6,000. The credit is 25% of qualified first-year wages for those employed at least 120 hours but fewer than 400 hours and 40% for those employed 400 hours or more.

**Summer youth employees.** Wages are capped at \$3,000 for 16- and 17-year-olds working for a 90-day period between May 1 and September 15.

**Disabled veterans.** Wages are capped at \$12,000.

**Long-term TANF recipients.** Wages are capped at \$10,000. The WOTC is also available for the employee's qualified second-year wages, also capped at \$10,000. For this group, the credit is 40% of qualified first-year wages and 50% of qualified wages for the second year of employment.



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## The WOTC Program

The Work Opportunity Tax Credit Program reduces an employer's cost of doing business and requires little paperwork. The success and growth of this income tax credit for private-sector businesses depends on a strong public- and private-sector partnership. Helping those in need find and retain good jobs and gain on-the-job experience benefits all employers and increases America's economic growth and productivity.

We need your input to make the WOTC Program continue to work. Let us know how we can improve its value to you and your employees. Be a part of that success! Send your comments/suggestions to: Carmen Ortiz, U.S. Department of Labor, Employment and Training Administration, Office of Workforce Investment, Division of Adult Services, at: [ortiz.carmen@dol.gov](mailto:ortiz.carmen@dol.gov). To learn more about other employer-related services, such as training and assistance for workers affected by layoffs, please call the Toll Free Help Line: 1-877-US-2JOBS or (1-877-872-5627), TTY: 1-877-889-5627) or visit the Web site at: [www.doleta.gov/usworkforce](http://www.doleta.gov/usworkforce)



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## Call Your State Workforce Agency WOTC Coordinator

To learn more about the WOTC, call your State WOTC Coordinator, visit the WOTC website, <http://www.doleta.gov/business/Incentives/opptax> or call your local employment or state workforce agency. The telephone numbers of the State WOTC Coordinators are as follows:

**Alabama** - 334-353-8037  
**Alaska** - 907-465-5955  
**Arizona** - 602-495-1861 Ext. 1002  
**Arkansas** - 501-682-3749  
**California** - 916-654-5857  
**California** - 866-593-0173 (Toll Free)  
**Colorado** - 303-318-8829  
**Connecticut** - 860-263-6066  
**Delaware** - 302-761-8121  
**District of Columbia** - 202-698-3540  
**Florida** - 850-921-3299  
**Georgia** - 404-656-3157  
**Hawaii** - 808-586-8819  
**Idaho** - 208-332-3570, Ext.-3318  
**Illinois** - 312-793-6811 Ext.-231  
**Indiana** - 317-232-7746  
**Iowa** - 515-281-9010  
**Kansas** - 785-296-7435  
**Kentucky** - 502-564-7456  
**Louisiana** - 225-342-2923  
**Maine** - 207-624-6390  
**Maryland** - 410-767-2080  
**Massachusetts** - 617-626-5730  
**Michigan** - 313-456-3363  
**Minnesota** - 651-259-7507  
**Mississippi** - 601-321-6084  
**Missouri** - 573-522-9581  
**Montana** - 406-444-9046  
**Nebraska** - 402-471-2693  
**Nevada** - 775-684-0321  
**New Hampshire** - 603-228-4079  
**New Jersey** - 609-292-8112

**New Mexico** - 505-841-8501  
**New York** - 518-457-6823  
**North Carolina** - 919-733-4896  
**North Dakota** - 701-328-2997  
**Ohio** - 614-644-0966  
**Oklahoma** - 405-557-5371  
**Oregon** - 503-947-1672  
**Pennsylvania** - 717-783-3676  
**Puerto Rico** - 787-993-9400; Ext.-2315  
**Rhode Island** - 401-462-8724  
**South Carolina** - 803-737-2592  
**South Dakota** - 605-626-2302  
**Tennessee** - 615-253-6664  
**Texas** - 512-463-9926  
**Utah** - 801-526-9480  
**Vermont** - 802-828-4350  
**Virginia** - 804-786-5277  
**Virgin Islands** - 340-776-3700; Ext.-2055  
**Washington** - 360-407-5107  
**West Virginia** - 304-558-3452  
**Wisconsin** - 608-267-4442  
**Wyoming** - 307-235-3611

### **National Coordinator**

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