

INSTRUCTIONS FOR COMPLETING THE WOTC APPLICATION FORMS (EMPLOYERS)

IRS Form 8850

- Page 1: The employee fills out and signs this form.
- Page 2: The employer fills out and signs this form. Please make sure all the date fields are filled in.

ETA Form 9061

- Page 1: The employer fills in their information. The employee also fills in their information and answers the questions.
- Page 2: The employee answers all the questions. The employer or the employee signs on the bottom of page 2.

Please note the application must be submitted within 28 days after the start date.

Even though this information will be submitted on the website, these two forms must be filled out and kept for four years for IRA audit purposes.

Once on the company profile page on the *Commonwealth Workforce Development System (CWDS)* website, please follow the instructions to submit a WOTC application. Please remember to submit the application before the 28-day deadline, from the employee's start date, or it will be denied. CWDS can automatically determine SNAP, TANF, SSI recipient, Vocational Rehabilitation Referrals, and most Long-Term Unemployment Recipient (LTUR) target groups. It usually takes 1-2 weeks for a determination. Other target groups will require supporting documentation. Once those applications go through the determination batch, CWDS will generate an incomplete letter stating what is needed. The supporting document(s) can be uploaded to the application.

Please contact the BWPO Special Projects Unit with any questions:

Resource Account: RA-BWPO-TAXCREDITS@pa.gov

Phone: 800.345.2555 or 717.783.3676