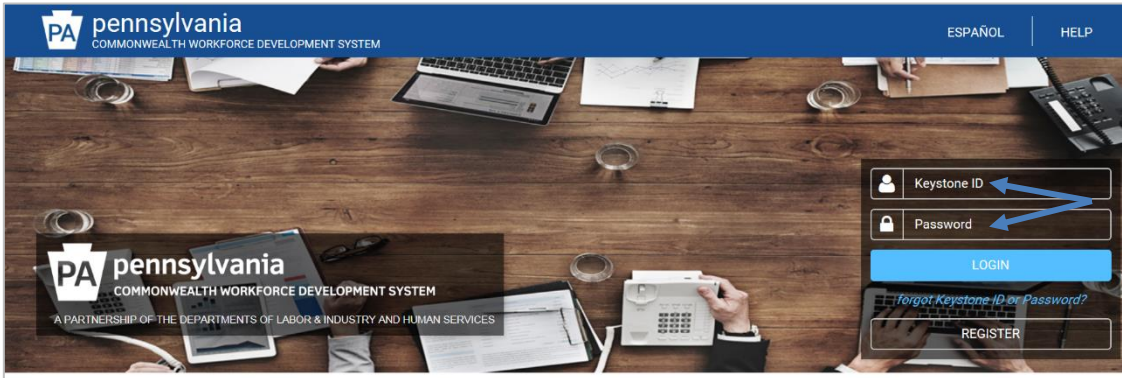
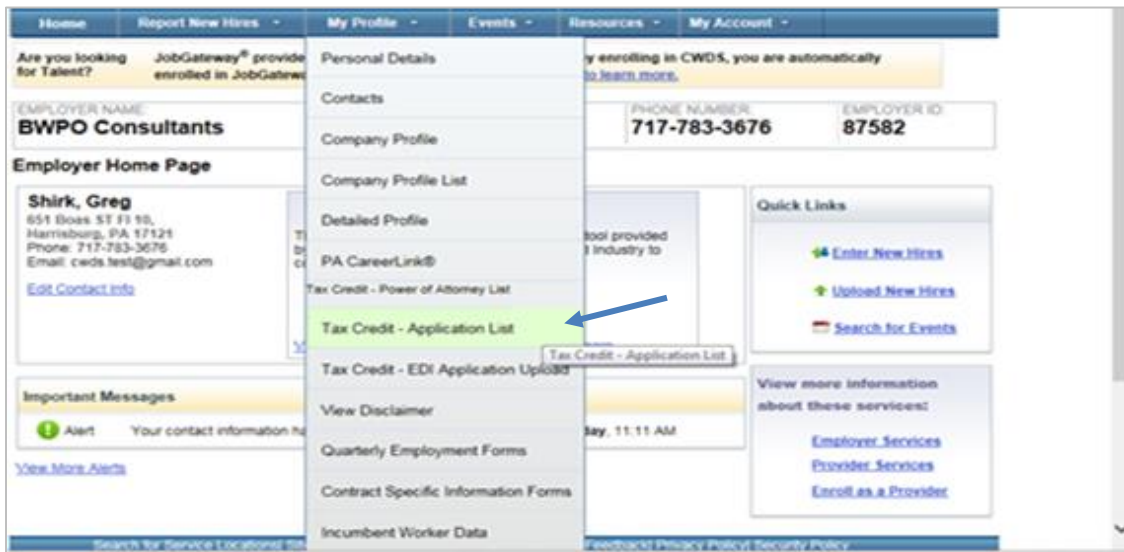


HOW TO SUBMIT AN ELECTRONIC WOTC APPLICATION (EMPLOYERS)

- Start from the *Commonwealth Workforce Development System (CWDS)* homepage:
<http://www.cwds.pa.gov>.
- Sign in using Keystone ID and Password.



- From the *Employer Home Page*, roll over *My Profile*, then press *Tax Credit Application List*.



- From the *Tax Credit Application List* screen press the *Create Application* button.

- From the Tax Credit Application screen, begin to fill out the application starting with the new employee's information.

- Next, fill in dates, fill in wage, and select the occupation from the drop-down menu.



- The next section is *Form 8850*. Check whatever box or boxes apply for that application.

Work Opportunity Credit - Form 8850

Applicant's Information

1. Check here if you received a conditional certification from the state workforce agency (SWA) or a participating local agency for the work opportunity credit.

2. Check here if **any** of the following statements apply to you.

- I am a member of a family that has received assistance from Temporary Assistance for Needy Families (TANF) for any 9 months during the past 18 months.
- I am a veteran and a member of a family that received Supplemental Nutrition Assistance Program (SNAP) benefits (food stamps) for at least a 3-month period during the past 15 months.
- I was referred here by a rehabilitation agency approved by the state, an employment network under the Ticket to Work program, or Department of Veterans Affairs.

- The next section is *Form 9061*. Check whatever box or boxes apply for that application.

[Back to Top](#) [Save As Draft](#)

Individual Characteristics Form (ICF) - Form 9061

Applicant's Information

Please note Questions 1 through 7 have already been addressed in the Application and Employer sections above.

8. Have you worked for the Employer before?: Yes No IF YES, enter last date of employment: -- [Select Date](#)

Applicant Characteristics for WOTC Target Group Certification

Please note Question 9 has already been addressed in the Employer section above.
Please note Questions 10 and 11 have already been addressed in the Job Specific Information section above.

12. Are you at least age 16, but under age 40? Yes No

Please note Date of Birth has already been addressed in the Applicant Information section above.
Please note over the age of 40 is not eligible for Food Stamps or Designated Community Resident credits.

13. Are you a Veteran of the U.S. Armed Forces? If NO, go to Box 14. Yes No

13.1 If YES, are you a member of a family that received Supplemental Nutritional Assistance Program (SNAP) benefits (Food Stamps) for at least 3 months during the 15-month period ending on your start date? If YES, enter Primary Recipient of Benefits details below. Yes No

13.2 OR, are you a veteran entitled to compensation for a service-connected disability? Yes No

13.3 If YES, were you discharged or released from active duty within a year before you were started? Yes No

13.4 OR, were you unemployed for a combined period of at least 6 months (whether or not consecutive) during the year before you were started? Yes No

- Complete the signature dates and title. Pressing the *Submit Application* button will serve as the postmark date for the 28-day deadline.
- Note: pressing the *Save as Draft* button on the application will allow changes to be made, but this does not satisfy the 28-day postmark date. Only pressing the *Submit Application* button will serve as the postmark date for the application.

Signature

* Employer's Date Of Signature: -- [Select Date](#) Title:

* Employee's Date Of Signature: -- [Select Date](#)

[Back](#) [Check Spelling](#) [Submit Application](#) [Save As Draft](#)

- From the *Tax Credit Application List* screen, applications can be searched for using *Start, Determination, or Created* dates. Determinations that are certified, denied or incomplete can also be viewed and printed.

Tax Credit Application List

Letter Option

I would **not** like to receive paper tax credit determination letters in the mail.

Please enter your search criteria and click the "Search" button. You may modify your search criteria and click the "Search" button to display the new search results.

Search Criteria

Employee SSN: --

Start Date Range From: -- [Select Date](#) To -- [Select Date](#)

Determination Status: ▼

Determination Date Range From: -- [Select Date](#) To -- [Select Date](#)

Application Created Date Range From: -- [Select Date](#) To -- [Select Date](#)

Maximum Rows:

New Determinations Not Printed:

- Once the application is submitted, changes cannot be made. If changes are needed after an application is submitted, please contact Tax Credit Services for assistance: 800.255.3444.

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