

WORK OPPORTUNITY TAX CREDIT User Guide



WORKFORCE SERVICES
WORKFORCE DEVELOPMENT

Employers must receive certification from the Workforce Services verifying that their new hire is a member of a Work Opportunity Tax Credit (WOTC) target group before they can claim the credit on their federal tax return. The following guide walks employers through the steps to apply for that certification online.

Step:

Federal Work Opportunity Tax Credit (WOTC)

Program Description

The Work Opportunity Tax Credit (WOTC) is a federal tax credit incentive that Congress provides to employers for hiring individuals from certain target groups who have consistently faced significant barriers to employment.

For more information:

- [WOTC Overview \(PDF\)](#)
- [U.S. Department of Labor](#)

Application Process

Employers must apply for and receive certification from the DWS WOTC Unit verifying that their new hire is a member of a WOTC target group before they can claim the WOTC on their federal tax return.

Claiming the Tax Credit

Contact the IRS at [irs.gov](#) or 1-800-829-3676 to obtain forms and instructions regarding how to claim the Work Opportunity Tax Credit. Tax law questions should be directed to the IRS or your tax attorney.

Electronic Applications

Applications may be electronically uploaded, viewed, or printed using the "WOTC Applications" button below. Employers and tax agents must create a sign-in account by emailing WOTC@utah.gov or calling 1-800-859-3203 with your first and last name, employer or tax agency name, and phone number. It is the responsibility of the employer to maintain signed hard copies of Form 8850.

[WOTC Applications](#)

Program Information



Eligibility

[Eligible New Hires](#)

[WOTC Tax Credit Amounts](#)

Contact Information

For questions regarding WOTC applications or policy, contact Mike DesJardins at 801-526-9388, or call our toll-free number at 800-859-3203. Questions may also be submitted by email to wotc@utah.gov

Log into Utah's online system.

In order to sign into Utah's WOTC system you must set up a username and password. If you do not have a username and password, email wotc@utah.gov with your name, contact information, email address and the request be set up to use Utah's system.

Within two work days, you will receive an email with the subject "WOTC Contact State of Utah: Authorization Access" that will allow you to set up your account. Please check your spam if you do not receive your email.

After setting up your username and password, you can log into your account from the WOTC page, located at: <https://jobs.utah.gov/employer/business/wotc.html>.

Sign in

[Forgot your password?](#)
 [Or create a Utah ID](#)

Select the sign-in method you used when setting up your username and password and then sign in.

Step:

Work Opportunity Tax Credit (WOTC)

ADP TAX CREDIT SERVICES

Search submitted applications using ...

Hired: to

Uploaded: to

First Name:

Last Name:

Last 4 Digits of SSN:

Status:

Group:

Employer:

You will now come to the WOTC application search page. Here you can search for applications using some or all of the following criteria:

- Hired Date
- Uploaded Date
- First Name
- Last Name
- Last 4 digits of SSN
- Status (i.e. approved, denied, pending)
- Group (i.e. target group)
- Employer (available if you are a tax agent)

You may search with a combination of items. For example, pending applications for Employer X with a hire date of January 1, 2015-December 31, 2015. After entering all criteria, you will receive a list of applications that meet those criteria. This will take the place of email lists to the WOTC team and provide you with immediate feedback.

Step:

Work Opportunity Tax Credit (WOTC)

ADP TAX CREDIT SERVICES

Search submitted applications using ...

Hired: to

Uploaded: 7/2/2018 to 7/2/2018

First Name:

Last Name:

Last 4 Digits of SSN:

Status:

Group:

Employer:

<input type="checkbox"/>	SSN	Name	Hire Date	Cert File Num	Employer Name
<input type="checkbox"/>	***-**-4552	BILLINGS, ADAM	6/17/2018	18-24021	IES, LLC SUPPORT CENTER

You may reprint determinations from this screen when the status shows "Approved" or "Denied."

You may check the box of the application you would like to print and then click the "Print" box to print an individual determination. If you click the box next to "SSN" this will allow you to select all returned rows and re-print multiple determinations.

You may also export any results to Excel by clicking the "Excel" button.

Step:

Work Opportunity Tax Credit (WOTC)

ADP TAX CREDIT SERVICES

Search submitted applications using ...

Hired: to

Uploaded: to

First Name:

Last Name:

Last 4 Digits of SSN:

Status:

Group:

Employer:

Click the "Upload Applications" button to get further information about Utah's bulk upload process and to upload your application.

Step:

WOTC File Upload
 Applications must be uploaded in CSV format.
 For instructions about uploading WOTC applications electronically [click here](#)
 To view file formatting instructions [click here](#)

Choose a **File to Upload**.

To view an example file [click here](#)

Column	Field Name	Format	Required	Comments
1	Employee Last name		Y	
2	Employee First Name		Y	
3	Employee SSN		Y	
4	Employee Date of Birth	MM/DD/YYYY	N	Please be sure to follow the format of MM/DD/YYYY when e
5	Employee Address Line		Y	
6	Employee City		Y	
7	Employee State Code		Y	

For information on the CSV formatting requirement to submit WOTC applications electronically, click on the instructions link.

For additional information on column requirements, click on the file formatting instructions link.

To view an sample Excel file, click on the example file link.

Step:

WOTC File Upload
 Applications must be uploaded in CSV format.
 For instructions about uploading WOTC applications electronically [click here](#)
 To view file formatting instructions [click here](#)

Choose a **File to Upload**.

To view an example file [click here](#)

To upload, select the desired file and then "Upload".

Step:

WOTC File Upload
 Applications must be uploaded in CSV format.
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 To view file formatting instructions [click here](#)

File uploaded. See results below.

Status of 1 Records in File
 Processed - 1
 Status of 1 Records Processed above.
 Pending - 1

Choose a **File to Upload**. No file chosen

When you have successfully uploaded the file, you will receive a message it has been uploaded, along with the status (pending, denied or approved).

When a file is uploaded for the SNAP or TANF categories and benefits were received in Utah, you may receive an immediate denial or approval. If SNAP or TANF categories were uploaded with other additional categories, you will not receive an immediate denial if those categories are denied. The status will be pending so the other categories can be reviewed.

Step: 1 2 3 4 5 6 7 8

WOTC File Upload

Applications must be uploaded in CSV format.
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To view file formatting instructions [click here](#)

File uploaded. See results below.

Status of 1 Records in File
Error - 1
Status of 0 Records Processed above.

Choose File No file chosen
Upload

Choose a File to Upload.

WOTC File Upload

Applications must be uploaded in CSV format.
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To view file formatting instructions [click here](#)

File uploaded. See results below.

Status of 1 Records in File

[Error - 1](#)

Record #

1

APP HAS CURRENT SERVICES not a consultant for 341649394-AB# INC for 10/10/2018.

Status of 0 Records Processed above.

Choose File No file chosen
Upload

Choose a File to Upload.

If there is an error with your file you will be immediately notified.

This tells you there was an error in row 1 and that no records were processed. If you are uploading certs on one spreadsheet you may have an error in one row (or cert), but have others that show as processed.

Click on the error to view the specific details.