

How is WOTC calculated?

Two factors affect the calculation of the tax credit:

- The number of hours the new hire works determines the rate (percentage) that is applied to the qualified first-years wages. Wages start accumulating on the employment start date.
- Each target group has a first-year wage cap (maximum amount) to which the percentage is applied. Employees must work at least 120 hours in the first year of employment to receive the tax credit.

Information Resources

IRS website:
www.irs.gov (search for WOTC)

U.S. Department of Labor website:
www.doleta.gov/business/Incentives/opptax

Job Service North Dakota Offices

Bismarck

1601 E. Century Ave.
Bismarck, ND 58503
Ph: 701-328-5000
infojsbis@nd.gov

Devils Lake

301 College Dr. S.
Devils Lake, ND 58301
Ph: 701-662-9300
infojsdl@nd.gov

Dickinson

66 Osborn Dr.
Dickinson, ND 58601
Ph: 701-227-3100
infojsdk@nd.gov

Fargo

1350 32nd St. S.
Fargo, ND 58103
Ph: 701-239-7300
infojsfg@nd.gov

Grand Forks

1501 28th Ave. S.
Grand Forks, ND 58201
Ph: 701-795-3700
infojsgf@nd.gov

Jamestown

1307 12th Ave. NE, Ste. 3
Jamestown, ND 58401
Ph: 701-253-6200
infojsjm@nd.gov

Minot

3416 N. Broadway
Minot, ND 58703
Ph: 701-857-7500
infojsmn@nd.gov

Wahpeton

524 2nd Ave. N.
Wahpeton, ND 58075
Ph: 701-671-1550
infojswp@nd.gov

Williston

422 1st Ave. W.
Williston, ND 58801
Ph: 701-774-7900
infojswl@nd.gov

TTY Relay ND

800-366-6888
7-1-1

The Work Opportunity Tax Credit

Attention Employers
Earn a Federal Income Tax Credit incentive



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WORKFORCE PROGRAMS
JSND 5006 (R.3.19)

Job Service North Dakota is an equal opportunity employer/program provider. Auxiliary aids and services are available upon request to individuals with disabilities.

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What is the Work Opportunity Tax Credit?

The Work Opportunity Tax Credit (WOTC) program is an income tax credit incentive provided by the Internal Revenue Service and the U.S. Department of Labor, Employment and Training Administration. The one-time tax credit is available to for-profit employers hiring individuals in the target groups listed below and to tax-exempt organizations that hire qualified veterans. North Dakota employers can receive a tax credit up to \$9,600 per qualifying new employee during their first year of employment. There is no limit to the number of new hires that can qualify.

What are the WOTC target groups and who may qualify?

- Unemployed Veterans (including disabled veterans)
- Temporary Assistance for Needy Families (TANF) Recipients
- Food Stamp (SNAP) Recipients
- Designated Community Residents (living in Empowerment Zones or Rural Renewal Counties)
- Vocational Rehabilitation Referred Individuals
- Ex-Felons
- Supplemental Security Income Recipients
- Qualified Long-Term Unemployed
- Summer Youth Employees (living in Empowerment Zones)

Visit <http://www.doleta.gov/wotc> for more information on tax credits for the various WOTC target groups.

How to apply for WOTC

The North Dakota WOTC program has an online application process for North Dakota employers. Employers can submit the IRS form 8850, ETA form 9061 and supporting documentation electronically to save time and receive faster processing results.

Steps to applying:

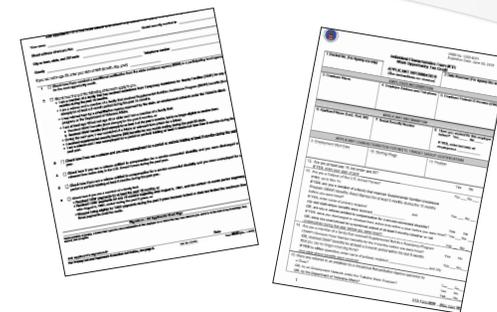
Step 1: Go to <http://www.jobsnd.com/wotc>
Print the IRS form 8850 and the ETA form 9061.

Step 2: Complete and sign the IRS form 8850 and the ETA form 9061 with the employee.

Step 3: Access the online WOTC System at: <http://apps.nd.gov/jsn/wotc>
File the IRS form 8850, the ETA form 9061 and supporting documents.

Timely filing is required.

Forms **must be** submitted within **28 calendar days** of the employee's start date.



Unable to apply online?

Mail the completed and signed IRS form 8850, ETA form 9061 and supporting documents to:

State WOTC Coordinator
Job Service North Dakota- Workforce Programs
P.O. Box 5507
Bismarck, ND 58506-5507

Need more information?

Call the North Dakota State WOTC Coordinator at 701-328-2997
TTY: (800) 366-6888

Make copies for your records.

Keep a copy of the IRS form 8850, ETA form 9061 and the supporting documents for tax records.