

Introduction

Welcome to the Georgia WOTC Online System

Since its enactment by Congress in 1997, the **Work Opportunity Tax Credit (WOTC) Program** has been integral to the creation of jobs by giving employers a tax credit when they hire qualified individuals who consistently face significant barriers to employment.

This Federal tax credit incentive program enables the new hires to gradually move from economic dependency into self-sufficiency as they earn a steady income and become contributing taxpayers, while participating employers are compensated by reducing their federal income tax liability.

The **Georgia WOTC Online System** is used by private sector businesses (“Employers”) and companies who act as Employer Agents (“Consultants”) under a power of attorney (POA) contract. The GA WOTC Online System allows these employers and their consultants to submit tax credit applications online, track the status of submitted applications, print Certificates and Denials from GA WOTC Program Staff, and view power of attorney (POA) status.

Tips: Before You Begin

Important User Recommendations!

Please read this list before you begin using the Georgia WOTC Online System.

- Internet Explorer, Version 8, is the recommended browser and version.
- The ideal page resolution is 1024 x 768 pixels. You can change this by going to your Desktop and clicking Properties, then selecting the Settings tab.
- Do *not* use Internet Explorer’s Back and Forward options to move from screen to screen; this may cause unpredictable results.
- If a form extends beyond your computer screen borders, scroll bars appear at the bottom and right-hand side of the screen. Use scroll bars to move the page up, down, left and right.

- Disable the Internet Explorer Pop-Up Blocker and any pop-up block plug-ins (Yahoo or Google toolbar, MSN Pop Up Blocker or XP SP 2 Pop Up Blocker).
- Using the Plugin available from Google can cause unpredictable results in the system. To avoid this, disable the Autofill feature in the Google Plugin. Click on Options in the Google Toolbar, click on the MORE tab and *uncheck* the box that says "Automatically highlight fields that Autofill can fill." Click on Apply and restart your browser.
- If you are still logged in and move to another site (without opening a new window), you will remain logged in for an hour. If you close your browser without logging out, the system automatically logs you out. The system also automatically logs you out if you have been *inactive* for more than an hour. In this context, *activity* includes such actions as saving entered information, refreshing a screen, moving to a new screen and opening a new window. It *does not* include entering text or moving the mouse. When the system automatically logs you out, any unsaved data is lost ('unsaved' means no confirmation message displayed).

Requesting a User Account

To obtain access to the Georgia WOTC Online System, you must first request an account. When your Account Request is accepted, the options available to you are based on your account type:

Employer

- Application Entry (enter tax credit applications)
- Case Search (find employee case records)
- POA Search (view the POA status between the Employer and a Consultant, if applicable)
- Printing (print denial letters and certificates)

Consultant

- Application Entry (enter tax credit applications)
- Case Search (find employee case records)
- POA Search (view the POA status between Employers and the Consultant)
- Printing (print denial letters and certificates)

Get Help: View the Tutorials

Tutorials assist you in becoming oriented to the various functions available in the GA WOTC Online System.

- The **Login Tutorial** on this page (below the User Name and Password fields) shows you how to Request an Account and Login.
- When your account is approved, **My Tutorial** is available on the GA WOTC Online System menu to help you with tasks specific to your account type.

For detailed information about the WOTC Program, contact us by calling **(404) 232-3699**, emailing [GA WOTC](#) or visiting our website at [Tax Credits and Incentives](#).

Request a GA WOTC Employer Account

In this topic, you learn how to request an account giving you permission to access the GA WOTC Online System. First, review the information on this page, as it contains important policies and practices.

A basic profile of a WOTC-qualified Employer includes:

- It is a business operating in the state of Georgia who pays federal income tax.
- Its employees may or may not live in the state of Georgia.
- It agrees to comply with federal requirements.
- It is willing to hire from the twelve (12) WOTC target groups. To review target group information, go to <http://www.doleta.gov/business/incentives/opptax/eligible.cfm>.

General Employer Guidelines for WOTC include:

- There is no limit as to the size of the Employer company; there can be as few as one employee.
- There is no limit to the number of employees for which the Employer applies and receives tax credit certificates.

Additional criteria pertain to the Employee/Employer:

- The employee cannot have been previously employed by the employer (with the same FEIN).
- The employee may not be a member of the employer's family.
- The employer may receive only one tax credit for each employee submission.

The **Georgia WOTC Online System** assists the Employer in applying for this tax credit.

Legal Forms Holder Designation

As you complete the Request Account process, you are asked to respond whether or not your company will be the **legal forms holder**. A legal forms holder must be designated to file ("hold") original signature documents (IRS Form 8850, ETA Form 9061 and any supporting documentation) for a period of five years from the year

that the employer uses the tax credit. *Only the legal forms holder is permitted to submit completed applications via the GA WOTC Online System:*

- When your company is designated as the legal forms holder, you are authorized to enter data from original signature documents and submit this information electronically to the GA WOTC Program Coordinator. Your company must retain any documentation required to support the validity of the application.
- *If you do not choose to be designated as the legal forms holder, you will not submit data electronically, but you can utilize the online Georgia WOTC system to enter data and print documents. Send the original signature documents (IRS Form 8850, ETA Form 9061, and any supporting documentation) to the Georgia WOTC Program Coordinator.*

GA WOTC Correspondence and Printing

Denials

When a tax credit application has been denied by Georgia WOTC Program staff, the Denial Letter may be printed by logging in to the Georgia WOTC Online System and then either retrieving the individual application via Case Search, or by using the Printing option for Denials.

It is your right to appeal a Denial determination. Attach the Denial Letter as a cover sheet to your request for reconsideration along with any additional documentation, and submit it via fax or mail to the GA WOTC Program Coordinator. Acceptable documentation for verification of eligibility is included on Pages 3 & 4 of the ETA Form 9061 (August 2009). If a request for reconsideration is not received within one (1) year from the Denial Date listed above, or date of this notification (whichever is later), this determination becomes final and the case will be permanently closed. You must retain the Denial Letter for your records.

Certificates

When a tax credit application has been approved and certified by Georgia WOTC Program staff, the tax credit certificates may be printed by logging in to the Georgia WOTC Online System and then either retrieving the individual application via Case Search, or by using the Printing option for Certificates.

When you have completed the Request Account steps *and* received the second email from GA WOTC Program Staff indicating you have been approved, you are ready to log in and begin using the GA WOTC Online System.

Remember to first review the Tips recommendations for the best environment in which GA WOTC should be run; especially be sure to disable any pop-up blockers.

Request a GA WOTC Consultant Account

In this topic, you learn how to request an account giving you permission to access the GA WOTC Online System. First, review the information on this page, as it contains important policies and practices.

A basic profile of a WOTC-qualified Consultant includes:

- It is a company with a current legal binding contract, a Power-of-Attorney (POA), with one or more for-profit employers who are doing business in the state of Georgia and who pay federal income tax.
- It may or may not reside in Georgia.
- It agrees to comply with federal requirements.
- It is familiar with the twelve (12) WOTC target groups. To review target group information, go to <http://www.doleta.gov/business/incentives/opptax/eligible.cfm>.

The responsibilities of a WOTC Consultant include:

- The Consultant collects and reviews the employer's paperwork prior to submitting the application to the GA WOTC Program in a timely manner.
- The Consultant receives or prints Denial Letters. The consultant reviews the Denial letters. If any of the letters were issued due to lack of supporting documentation, the Consultant will make a final attempt to collect that documentation and resubmit the application for certification.
- The Consultant receives or prints Certificates. The Certificates are forwarded to the Employer.

The **Georgia WOTC Online System** assists Consultants in applying for this tax credit on behalf of one or more Employers.

Legal Forms Holder Designation

As you complete the Request Account process, you are asked to respond whether or not your company will be the **legal forms holder**. A legal forms holder must be designated to file ("hold") original signature documents (IRS Form 8850, ETA Form 9061 and any supporting documentation) for a period of five years from the year

that the employer uses the tax credit. *Only the legal forms holder is permitted to submit completed applications via the GA WOTC Online System:*

- When your company is designated as the legal forms holder, you are authorized to enter data from original signature documents and submit this information electronically to the GA WOTC Program Coordinator. Your company must retain any documentation required to support the validity of the application.
- *If you do not choose to be designated as the legal forms holder, you will not submit data electronically, but you can utilize the online Georgia WOTC system to enter data and print documents. Send the original signature documents (IRS Form 8850, ETA Form 9061, and any supporting documentation) to the Georgia WOTC Program Coordinator.*

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