
WORK OPPORTUNITY TAX CREDIT (“WOTC”) FREQUENTLY ASKED QUESTIONS (FAQs):

- ❖ What is the Work Opportunity Tax Credit?
 - *The Work Opportunity Tax Credit is a federal tax credit provided to employers when they hire qualified employees who are certified by a designated State Workforce Agency.*

- ❖ What are the eligibility criteria for the Work Opportunity Credit?
 - *The following US Department of Labor Website identifies the eligibility criteria for certain target groups: <https://www.doleta.gov/business/incentives/opptax/eligible.cfm>*

- ❖ Why have I received a request to evaluate my eligibility for the Work Opportunity Tax Credit?
 - *The US Department of Labor requires that the questionnaire be completed in this timeframe.*

- ❖ How do I complete the screening process?
 - *Please use the link provided in the communication you received. This screening method will take you through the necessary steps. Please follow the instructions.*

- ❖ What does BCforward do with the information I provide during this screening process?
 - *ADP Tax Credit Services will confidentially review the information you have provided and determine if you are a member of a target group. This information will be used strictly for purposes of obtaining this tax credit and this information will not be shared with BCforward’s Human Resources and will not be included in your personnel file.*

- ❖ How long will it take to complete the screening process?
 - *The screening process should take less than 10 minutes to complete.*

- ❖ What will be the impact on my personal income tax returns?
 - *There will be no impact on your personal income tax returns as a result of completing this screening process.*

- ❖ Where can I direct additional questions?
 - *If you have any additional questions, please feel free to email WOTC@bcforward.com*

- ❖ Where do we send additional documents?
 - *The additional forms can be sent to ADP via email TCSForms@adp.com or via fax 855-881-6150*