WOTC Online System – Frequently Asked Questions

Where can I find IRS form 8850 and ETA form 9061?	You can find the hard copy forms on our website at Work Opportunity Tax Credit Program . Both the IRS form 8850 and ETA form 9061 are considered an application.
Is there a time limit as to when I have to submit the application?	**Yes – the WOTC program requires that an application be submitted within 28 days of the start to work date.**
Can I submit electronically or online?	Yes – this is the method of submission.
How do I request access to the online system?	Submit a request on company letterhead to the Ohio WOTC office via the e-mail account: WOTC_CONTACT@jfs.ohio.gov (underscore between WOTC and CONTACT) or by calling 1-888-296-7541 or 1-614-644-0966. You will need to provide your FEIN and company information. The account will be created and a User ID and Password will be provided to you for access.
How do I submit electronically or online?	There are two options: 1) individual data entry, or 2) file upload. The individual data entry is a simple one page application that requires data from the original forms 8850 and 9061. The file upload allows one to five hundred application submission with a simple to use excel template.
Why do I use the online system for submission?	Using the online system to submit applications reduces the processing time significantly. The online system offers immediate tracking along with the ability to print determinations which include certifications.
Does each of my employees need a Log In and Password to access the WEB Interface?	It is recommended that individual logins are created for all employees that will access the system.
When I submit electronically am I the forms owner?	Yes. By submitting electronically you are agreeing to retain the hard copy application for the required IRS auditing time period of at least four years. You do not need to send a copy of the application to the Ohio WOTC office.
Why isn't there a recipient name field for food stamps or TANF?	The recipient name has NO impact on the ability to look-up FS or TANF. The primary recipient information is not used when requesting benefits from other states or when checking against the Ohio Benefits system. The individual applicant data is used. Members of an assistance group (AG) are associated by their individual information (which includes SSN). They are picked up as are part of the AG by their own individual information (to include their SSN).
What is the Application List button on the Web Menu?	This link displays both applications that are in queue to process into the WOTC system during the evening batch cycle along with any applications that were rejected from the previous day submission. The status field will help to determine whether or not the application is NEW or REJECTED. A reason code will display for any rejected applications.
How do I verify that my electronically transmitted or uploaded applications were received?	The TRANSFER STATS button on the Web Menu provides information for each received transmission or upload. The system is designed to also provide immediate feedback for upload.

Can I edit a rejected Application from my Application List?	At this time you cannot edit a rejected Application. You must delete the application from this view to remove it.
Why is my application in Pending status?	A pending status is a received application that may be missing information necessary for processing or is being held due to a "hiatus" (renewal of the program).
How do I print notices?	Notices can be viewed and printed with an online account. Contact the WOTC office for more information at 1-888-296-7541.
Why don't I see a specific Employer FEIN on my POA List?	Our Agency is up to date entering all received POA's. If you do not see it on the list, we have not received a scanned copy of the POA form 2848. Please send in immediately for processing.
What should I do if I have received a Denial to an application, and feel that this decision is in error?	You have the right to appeal an original Denial decision, but your appeal must be (a) based upon NEW supporting documentation that was not provided with the original application or (b) prove that the original Denial was based upon the misinterpretation of eligibility information.
Can family members qualify for the tax credit?	No tax credit can be claimed for wages paid to relatives.
Can a former employee be rehired and qualify the employer for the tax credit?	Employers may not request certification on former employees who have been rehired. The employee must have been WOTC-qualified and certified as such **only** the first time he/she was hired by the employer.
	The removal of this information on the application has NO impact on the ability to look-up FS or TANF. The primary recipient information is not used when requesting benefits from other states or when checking against the Ohio Benefits system.

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