

Pre-Screening Notice and Certification Request for the Work Opportunity and Welfare-to-Work Credits

OMB No. 1545-1500

▶ See separate instructions.

For Employer's Use Only

Employer's name _____ Telephone no. () - EIN ▶ _____

Street address _____

City or town, state, and ZIP code _____

Person to contact, if different from above _____ Telephone no. () -

Street address _____

City or town, state, and ZIP code _____

If, based on the individual's age and home address, he or she is a member of group 4 or 6 (as described under **Members of Targeted Groups** in the separate instructions), enter that group number (4 or 6) ▶ _____

Date applicant:	Gave information	/ /	Was offered job	/ /	Was hired	/ /	Started job	/ /
-----------------	------------------	-----	-----------------	-----	-----------	-----	-------------	-----

Under penalties of perjury, I declare that I completed this form on or before the day a job was offered to the applicant and that the information I have furnished is, to the best of my knowledge, true, correct, and complete. Based on the information the job applicant furnished on page 1, I believe the individual is a member of a targeted group or a long-term family assistance recipient. I hereby request a certification that the individual is a member of a targeted group or a long-term family assistance recipient.

Employer's signature ▶	Title	Date / /
-------------------------------	--------------	-----------------

Privacy Act and Paperwork Reduction Act Notice

Section references are to the Internal Revenue Code.
Section 51(d)(12) permits a prospective employer to request the applicant to complete this form and give it to the prospective employer. The information will be used by the employer to complete the employer's Federal tax return. Completion of this form is voluntary and may assist members of targeted groups and long-term family assistance recipients in securing employment. Routine uses of this form include giving it to the state employment security agency (SESA), which will contact appropriate sources to confirm that the applicant is a member of a targeted group or a long-term family assistance recipient. This form may also be given to the Internal Revenue Service

for administration of the Internal Revenue laws, to the Department of Justice for civil and criminal litigation, to the Department of Labor for oversight of the certifications performed by the SESA, and to cities, states, and the District of Columbia for use in administering their tax laws. In addition, we may disclose this information to Federal, state, or local agencies that investigate or respond to acts or threats of terrorism or participate in intelligence or counterintelligence activities concerning terrorism.
You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is:
Recordkeeping 2 hr., 46 min.
Learning about the law or the form 36 min.
Preparing and sending this form to the SESA 36 min.
If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Forms Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001.
Do not send this form to this address. Instead, see **When and Where To File** in the separate instructions.



Job applicant: Fill in the lines below and check any boxes that apply. Complete only this side.

Your name _____ Social security number ▶ _____

Street address where you live _____

City or town, state, and ZIP code _____

Telephone number () -

If you are under age 25, enter your date of birth (month, day, year) ____/____/____

Work Opportunity Credit

- Check here if you received a conditional certification from the state employment security agency (SESA) or a participating local agency for the work opportunity credit.
- Check here if **any** of the following statements apply to you.
 - I am a member of a family that has received assistance from Temporary Assistance for Needy Families (TANF) for any 9 months during the last 18 months.
 - I am a veteran and a member of a family that received food stamps for at least a 3-month period within the last 15 months.
 - I was referred here by a rehabilitation agency approved by the state or the Department of Veterans Affairs.
 - I am at least age 18 but **not** age 25 or older and I am a member of a family that:
 - a** Received food stamps for the last 6 months **or**
 - b** Received food stamps for at least 3 of the last 5 months, **but** is no longer eligible to receive them.
 - Within the past year, I was convicted of a felony or released from prison for a felony **and** during the last 6 months I was a member of a low-income family.
 - I received supplemental security income (SSI) benefits for any month ending within the last 60 days.

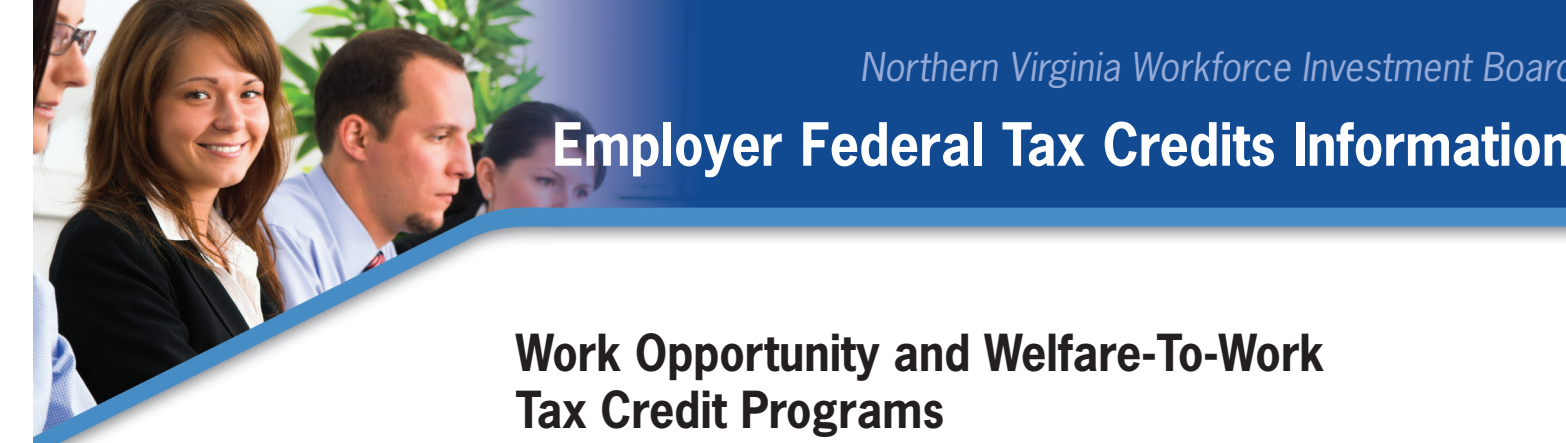
Welfare-to-Work Credit

- Check here if you received a conditional certification from the SESA or a participating local agency for the welfare-to-work credit.
- Check here if you are a member of a family that:
 - Received TANF payments for at least the last 18 months, **or**
 - Received TANF payments for any 18 months beginning after August 5, 1997, **and** the earliest 18-month period beginning after August 5, 1997, ended within the last 2 years, **or**
 - Stopped being eligible for TANF payments within the last 2 years because Federal or state law limited the maximum time those payments could be made.

All Applicants

Under penalties of perjury, I declare that I gave the above information to the employer on or before the day I was offered a job, and it is, to the best of my knowledge, true, correct, and complete.

Job applicant's signature ▶ _____ **Date** / /



Employer Federal Tax Credits Information

Work Opportunity and Welfare-To-Work Tax Credit Programs

The Small Business and Work Opportunity Act of 2007 reauthorized the Work Opportunity Tax Credit (WOTC) and the Welfare-to-Work Tax Credit (WtW) for employers who hire long-term welfare recipients. Long-term recipients can earn their employer a tax credit of up to \$4,000 for their first – and \$5,000 for their second – year of employment. Welfare recipients and members of other target groups can earn employers a WOTC credit of up to \$2,400 in the first year. The number of new hires who can qualify employers for these credits is unlimited, For specific details about the benefits of this program, and the requirements for eligible employees, contact the Virginia Employment Commission (VEC) at (804) 786-2887.

Filing for tax credits is an easy process that can provide substantial savings off the bottom line

Employers must apply for and receive certification from the VEC that their new hire belongs to one of eight groups of jobseekers eligible for the WOTC or WtW programs before claiming it on their federal income tax return. These groups are:

- Qualified Temporary Assistance for Needy Families (TANF) recipients
- Qualified Veterans
- Qualified ex-felons
- High-risk youth
- Vocational rehabilitation referrals
- Summer youth employees
- Food stamp recipients
- Supplemental Security Income (SSI) recipients

Full details of qualifications are listed on the IRS Instructions for Form 8850 and can be viewed online and downloaded from www.irs.gov/pub/irs-pdf/i8850.pdf.

To apply, employers need only complete two simple forms:

- IRS form 8850. This form must be mailed to the VEC no later than the 21st day after the job applicant begins work.
- U.S. Department of Labor ETA form 9061

For specific details about job seeker eligibility and the application process for these tax credit programs, please contact **James Do at (703) 533-5471 or at james.do@fairfaxcounty.gov**.

