

# Work Opportunity Tax Credit Online System Portal

## Bulk Upload Desk Aid

To facilitate the successful submission of claims into the Work Opportunity Tax Credit (WOTC) Online System (OLS), follow these guidelines.

Once you are signed into the system, you will see two options to submit new applications:

- Submit a New Application (1) – entry of applications one at a time.
- Submit a Bulk Upload (2) – this is for submitting multiple applications using the template provided.

### 1. Submit a New Application – Enter Data Manually Procedures

When selected, an 8850 form screen will be displayed. There are eight sections to be completed (**asterisk fields are required**).

- **8850-Applicant Information** - Information from the first page of the 8850 and includes the Hired Date and Start Date from the second page
- **8850-Employer Information** - Information from the second page of the 8850
  - After entering the Employer Identification Number (EIN), you **must** select the search bar to bring up the details of the employer and unlock the next field.
- **8850-Consultant Information** - Information from the second page of the 8850
  - Consultants select **Yes**.
  - After entering the Consultant Identification Number (CEIN), you **must** select the search bar to bring up the details of the consultant and unlock the next field.
  - Employers not using a consultant select **No**.
- **Form 8850-Prescreening Notice and Certification Request** - information from the responses to Questions 1 thru 7 on page 1 of the 8850
- **9061/9062 Forms** - You must select either the ETA 9061 or ETA 9062. The ETA Form 9062 option will be available **only if Question 1 from the 8850 has been marked YES**.
- **9061 Form** - Question responses from ETA Form 9061. When a question is marked YES, new fields will appear for additional information.
  - **Forthcoming Docs** - if this field is completed, you **must** select from one of the target groups on the 9061.
- **Comments** – Add comments if there is essential information to convey to WOTC staff.
- **Electronic Agreement** - Both boxes **must** be marked, acknowledging that you agree to the information. If they are not **both** marked, the application will not be accepted.

After entering the 8850 and 9061 information, select **SUBMIT**. If you receive error messages, they must be corrected before the application can be accepted. A confirmation email will be sent containing the application claim number. Use this claim number to generate and print the 8850 and 9061 for record retention.

## 2. **Submit a Bulk File** (Bulk upload file creation instructions follow.)

- Select **New Application**.
- Select the **Submit a Bulk File** button.
- Select the **UPLOAD** button.
  - Locate the CSV file to upload and double-click it.
- Once the **blue circle** is complete, the **Postmark Date** field will reflect the current date.
  - The postmark date is not editable.
- Select the **NEXT** button.
  - There is a very thin blue line progress bar that is located just above the **MENU** line.
  - The **NEXT** button will also show progress, as it will remain dim while the file is processing.
- When results are displayed, two sections will appear: **Incomplete Applications** and **Complete Applications**.
  - **Incomplete Applications will appear in the red section with a count.**
    - ✓ Click **GENERATE EXCEL FILE** at the bottom of the incomplete section. This will gather all files if multiple pages exist.
    - ✓ When the file is ready, select **Download Incomplete Applications**.
    - ✓ The file will download for your review.
    - ✓ This action must be completed before you select the **SUBMIT** button.
  - **Complete Applications will appear in the green section with a total count.**
- Once the incomplete application Excel report has been downloaded, scroll down to the **Electronic Agreement** section and check **both** boxes to acknowledge and accept Applicant and Employer jurat statements.
  - You cannot upload until both boxes are not selected.
- Select **SUBMIT**. You will see **ACTION COMPLETED** and will be taken back to the main menu.
- Once the file has uploaded and processed, the **confirmation email** will be sent and will provide the claim number range.

## Creating the Work Opportunity Tax Credit Online System Bulk Upload File

We suggest always starting with a blank Excel template as the first tab in the workbook.

Important information:

- The Excel/CSV files are **original** and must be retained **as submitted**. These files are the Certificate of Electronic Filing (COEFile).
- When ready to upload, the file **must be uploaded as a CSV file**.
  - **Do not** use the CSV UTF-8 (Comma delimited) (\*.csv)
- Once converted to CSV, you may notice a cell format change from Text to General. If each cell in columns A, B, C, and L **indicates Text formatting in Excel prior to converting to CSV**, there should not be any issues uploading the file.
- **Do not** alter the template by creating drop-down options, borders, shaded areas, and so on.
- **Do not** use commas in any field in the CSV format. Commas are separators in CSV files and will alter the upload.
- Upload files are limited to 999 records, including the header. Our new system processes bulk file records in **groups of 200** to avoid slow response times.

Instructions:

- The **header row is required** for all CSV upload files.
- Columns **A to C and D to L are required**.
- Columns **A, B, C, and L must be formatted as Text** to allow for leading zeros.
  - **Create the bulk upload (BU) file in a current version of Excel**. Using an older version of Excel may cause the conversion to CSV to be unsuccessful.
  - **Each cell in columns A, B, C, and L** will have a green triangle in the upper-left corner of the cell indicating Text format.
- **Columns M to AS are optional**.
  - a. If all answers are "No," leaving the columns blank reduces potential errors.
- **Columns W, Y, AM, AP, and AR require the two-digit state abbreviation** to indicate potential out-of-state (OOS) benefits (TX is automatic and does not need to be entered).
- Column **AS Source Docs**. If **AS = Y**, there **MUST** be at least one target group (TG) selected. The TG columns include **V, X, AD, AG, AJ, AK, AL, AN, AO, and/or AQ**.
- **Employers' WO/Consultant should leave Column A blank**. Do not enter your EIN in both A and B, or the file will not upload.
- If possible, and if provided, the date of birth is critical in processing, especially for **age-restricted** target groups.

Texas WOTC processing order:

- The Texas WOTC Unit will pursue **all** applications for Long Term Family Assistance Recipients (LTFAR).
- If Veteran DD214 info is located during our eligibility matching (EM) process, the WOTC Unit will pursue the Veterans Opportunity to Work (VOW) (UV/DV) target groups, starting with the highest tax credit-value TGs first (DV6/DV/UVB/UVA).
- The Texas WOTC Unit will pursue **Supplemental Nutrition Assistance Program (SNAP)/Temporary Assistance for Needy Families (TANF)/Social Security income (SSI)/LTFAR** TGs in Texas before pursuing out of state.
- The Texas WOTC Unit will pursue DCR last.