

WOTC Online System User Account Request Form

September 1, 2024

The TX WOTC on-line system allows for single entry of IRS Form 8850/IRS Form 9061 or bulk upload of IRS Form 8850/IRS Form 9061. It also allows users to check the status of applications that have been submitted, print determination, and request reconsiderations.

A User Profile is required for all WOTC OLS users for an account to be set up. Please complete the below information and email this document to wotc@twc.texas.gov.

Please keep in mind, the email to set up your online account will become your username. There is only one username per EIN. We recommend using a unit email address when setting up the accounts to prevent changes having to be made if someone moves to another opportunity.

Consultant CEIN/Employer EIN

Unit Email Address: (username)

Phone Number:

Fax Number:

Please complete the Technical Contact information below on who will be the primary individual communicating with the WOTC Unit.

Technical Contact Name

Phone Number:

Email Address:

Once User Accounts/Profiles are set up, notifications will be emailed with further instructions. Please let us know if you have any questions.

Please initial in the box next to all statements:

By selecting to utilize the OLS portal, you acknowledge your company will become the owner of records for the IRS 8850 and ETA 9061/9062 until the applications meet retention requirements (four years for certifications and one year for denials).

By selecting to utilize the OLS portal, you acknowledge your company will only be submitting applications, ERDs, supporting documentation, and reconsiderations (appeals) through the online portal.

By selecting to utilize the OLS portal, you agree to **not** send paper applications, ERDs, supporting documentation, or reconsiderations through the mail or email unless instructed to do so by Texas WOTC staff. Any applications or documentation received via mail will be returned to your office for electronic submission.

By signing this form, I am affirming that I have the authority to file this form and commit to the facts in this form.

Employer/Consultant Name

Signature

Title

Date