

Dear Job Applicant,

Thank you for your interest in working with us! As part of our hiring process, you may be asked to complete one or two optional forms that help us provide Equal Employment Opportunity and could save money on taxes we file. Some people wonder why these questions are asked and whether it's beneficial to complete them. This letter is intended to help you make an informed decision.

The two forms you may be asked to fill out are IRS Form 8850 (Pre-Screening Notice and Certification Request for the Work Opportunity Tax Credit) and the Department of Labor's ETA Form 9061 (Work Opportunity Tax Credit Individual Characteristics Form). These forms help employers apply for the Work Opportunity Tax Credit (WOTC), a federal tax incentive for companies that hire individuals who have historically faced barriers to employment. The WOTC encourages businesses to hire people who may have had difficulty finding stable work.

Here's what you should know before completing these forms:

- **Social Security Number:** You'll need to provide this, but only authorized staff will have access to it. It will only be shared with:
 - The Internal Revenue Service (IRS) for tax purposes.
 - The state's Workforce Agency (Oregon Employment Department) to confirm that you are part of an eligible group.
- **Date of Birth:** If you are under 40, you'll need to provide your birthdate. People over 40 are protected from being asked their age due to legal restrictions, but this does not apply to those under 40. This information is used specifically for categories like Supplemental Nutrition Assistance Program (SNAP) recipients.
- **Personal Questions:** Some questions may feel personal, but they are official and approved by the IRS and Department of Labor. These questions are used to help employers qualify for a tax credit, potentially giving them another reason to hire you.

- **Completing Form 8850:** If you can check any boxes on Form 8850, it lets us know that we might be eligible for a tax credit if we hire you. However, if you cannot check any boxes, that will not affect your chances of being considered for the job in any way.
- **Tax Credit Conditions:** To qualify for the tax credit, new hires must have never worked for our company before and must complete between 120-399 hours to receive partial credit or 400+ hours for full credit. This ensures you won't be hired just for the tax credit alone; we need to keep you employed for a minimum amount of time.
- **Form 9061:** If you check a box on Form 8850 and are offered the job, you'll be asked to complete Form 9061 to provide additional information for the State Workforce Agency to confirm our eligibility for the tax credit. Occasionally, we may need your help gathering specific documents if requested.

We hope this answers common questions about the WOTC forms and process and makes you feel comfortable completing them. If you'd like to learn more, please visit www.OregonTaxCredit.org. The site offers detailed information on the WOTC program, the forms mentioned here, and contact information if you have any questions.

Thank you for your time and attention!

Sincerely,