

## Apply for the Work Opportunity Tax Credit (WOTC)

Request an account in the Alaska Work Opportunity Tax Credit Online System at [dol.wotc@alaska.gov](mailto:dol.wotc@alaska.gov). Upon approval (usually within 1 – 2 business days) you will have full access to the online system to submit your certification requests.

Once authorized, please print and complete the:

- *Pre-Screening Notice and Certification Request for the Work Opportunity Tax Credit* ([IRS Form 8850](#)) **within 28 calendar days of the employee's start date**  
**AND**
- *Individual Characteristics Form* ([ETA Form 9061](#))  
**OR**
- *Conditional Certification* ([ETA Form 9062](#)) if the employee has been conditionally certified as belonging to a WOTC target group by State Workforce agency, Vocational Rehabilitation agency, or another participating agency.

Please log on to <https://wotc.dol.alaska.gov/> and sign in using your User Name and Password in order to electronically submit your forms. Consultants can request to bulk upload files.

If you have questions or need assistance, please send inquiries to [dol.wotc@alaska.gov](mailto:dol.wotc@alaska.gov) or contact the Alaska WOTC coordinator directly at (907) 465-5952.