

Employer's Instructions:

IRS Form 8850 Page 2

a.) Complete top portion of the page "For Employers Use Only"

Please address:

Date Applicant gave Information
Was Offered Job
Was Hired
Started Job

NOTE: These can all be the same date, but the date that you sign the form must be on or before the date the job is offered.

b.) Employers Signature

c.) Title

d.) Date (see note above)

US Department of Labor form ETA 9061

a.) #3 Employer Name

b.) #4 Employer Address and Telephone

c.) #5 Employer Federal ID Number (EIN)

d.) #9 Employment Start Date

e.) #10 Starting Wage

f.) # 11 Position

MAIL COMPLETED FORMS AND VERIFICATION LETTER TO:

Mo Division of Workforce Development

WOTC

P.O. Box 1087

Jefferson City, MO 65102

KS Work Opportunity Tax Credit Manager

1000 SW Jackson, Suite 100

Topeka, KS 66612-1354

THEY MUST BE POSTMARKED NO LATER THAN 28 DAYS FROM THE START DATE OF EMPLOYMENT