



101 North 23rd Street
Post Office Box 94094
Baton Rouge, LA 70804-9094

(O) 225-342-7692
(F) 225-342-7690
www.laworks.net

John Bel Edwards, Governor
Ava Cates, Secretary

**Office of Workforce Development
WORK OPPORTUNITY TAX CREDIT**

WOTC FACTS

ORIGINAL FORMS:

- **NO COPIES (IRS 8850 & ETA 9061)**
- **MUST BE MAILED IN WITHIN 28 DAYS OF HIRING DATE**
- **KEEP COPIES FOR YOUR RECORDS & OBTAIN PROOF OF MAILING**

SEND AS MUCH SUPPORTING DOCUMENTATION AS POSSIBLE COPIES OF:

- **SOCIAL SECURITY CARD**
- **DRIVERS LICENSE**
- **W-4**
- **LETTERS FROM SOCIAL SECURITY ADMINISTRATION**
- **DD-214 FOR VETS APPLICATION (MANDATORY) Or letter with VA letterhead verifying veteran status**
- **Letter with VA letterhead verifying support compensation for a disabled Veteran in claiming disability**
- **LETTERS FROM DEPT. OF CORRECTIONS (EX-FELONS)**

This documentation helps us to determine target groups.

Mail to:

**LWC
CVVP 'Y QVE 'WPK "''''
R'Q'DQZ'; 62; 6 ''''''''''''''''''''''''''
BATON ROUGE LA 70804/; 2; 6**

Contact Info:

**Nicole Learson, WOTC Manager
Office: 225-342-2939 | Fax: 225-342-3282
Email: wotc@lwc.la.gov**

[Revised 10/12/2021]