

# Small Business

## REQUIREMENTS & RESOURCES



[sbrrrwa.com](http://sbrrrwa.com)

# SBRR Workshop Agenda

January 22, 2020

8:45 a.m. – Registration opens and networking of attendees

9:30 a.m. – Welcome and overview of workshop agenda

**Syre Auditorium**

➤ Intro of SBRR partners

9:35 a.m. – Keynote speaker, Michael Ervick, Small Business Liaison  
Governor's Office for Regulatory Innovation and Assistance (ORIA)

10:00 a.m. – Group assignments/rotation to breakout sessions with ESD, DOR, and L&I

10:05 a.m. – Begin breakout sessions: **Gp 1: Rm. Syre**    **Gp 2: Rm. 104**    **Gp 3: Rm. 105**

➤ Rotate @ 10:40 a.m.

10:45 a.m. – Begin breakout sessions: **Gp 1: Rm. 104**    **Gp 2: Rm. 105**    **Gp 3: Rm. Syre**

➤ Rotate @ 11:20 a.m.

11:25 a.m. – Begin breakout sessions: **Gp 1: Rm. 105**    **Gp 2: Rm. Syre**    **Gp 3: Rm. 104**

11:57 a.m. – Complete and turn-in survey

12:00 p.m. – Adjourn and rotate back to any SBRR partner for 1-on-1 if needed

12:30 p.m. – Workshop closed



Made possible by Washington state's  
**Small Business Liaison Team**  
(SBLT)

**Michael Ervick**

Small Business Liaison,  
Business Services  
Governor's Office for Regulatory Innovation and Assistance (ORIA)  
Contact via: [help@business.wa.gov](mailto:help@business.wa.gov)



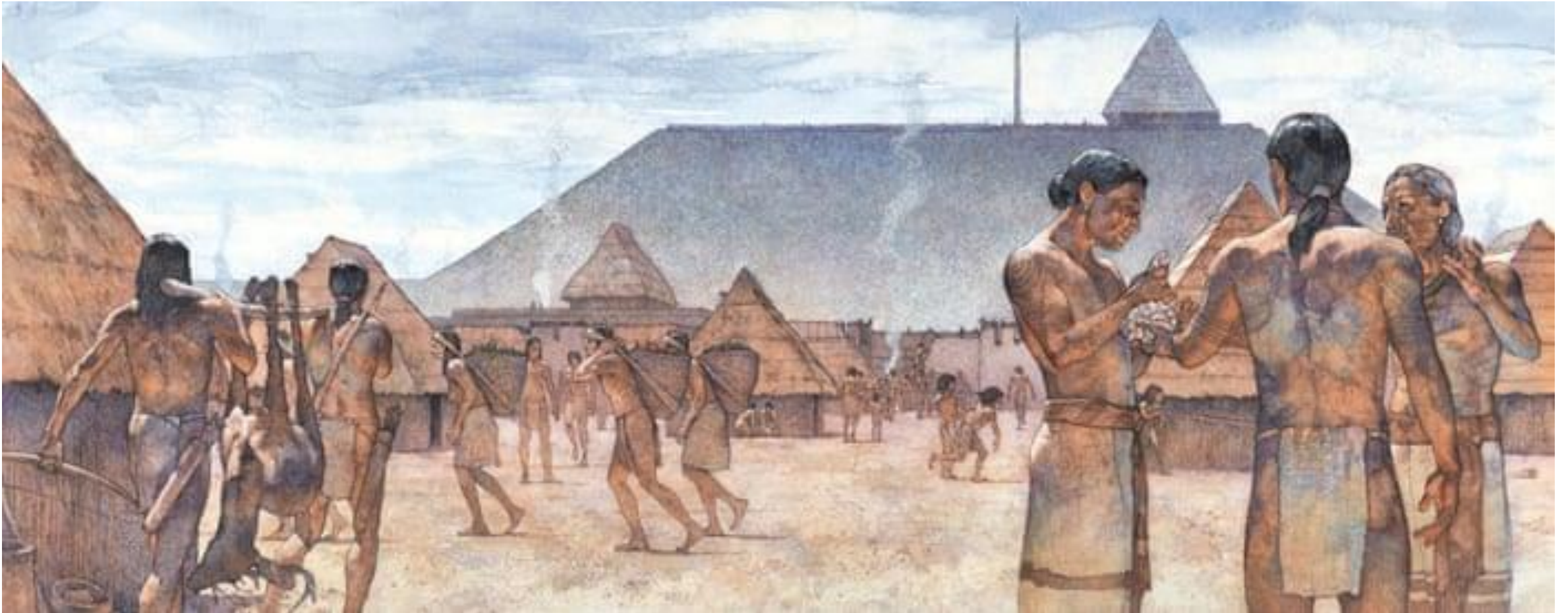
# **Small Business in Whatcom County According to Reference USA**

There are 337,888 “active” businesses in Washington State and 11,146 of them are in Whatcom County

- 99.9% have less than 500 employees (Federal)
- 99.7% have less than 250 employees (International)
- 97.6% have less than 50 employees
- 93.5% have less than 20 employees
- 9.1% are sole proprietors with no employees
- 0.1% are considered big businesses (Federal)

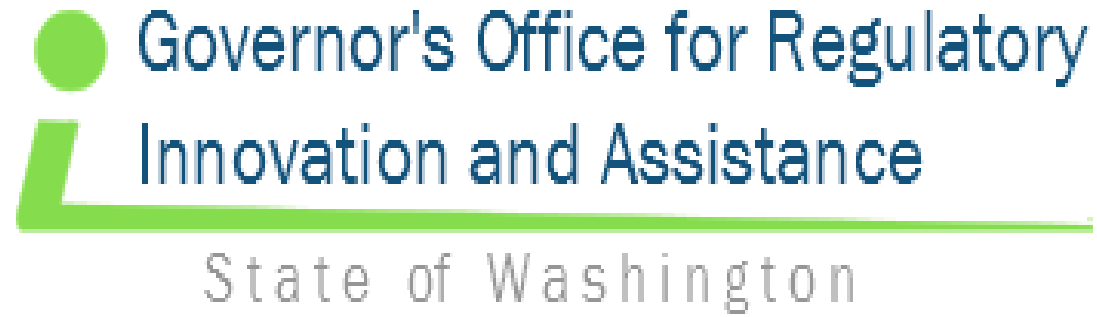


# **Our Economy has Always been a Small Business Economy.**



# Three Very Important State Resources

- Office for Regulatory Innovation and Assistance (ORIA) – Call Center
- Small Business Liaison Team (SBLT)
- BUSINESS.WA.GOV



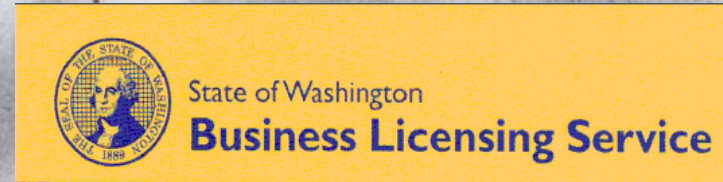
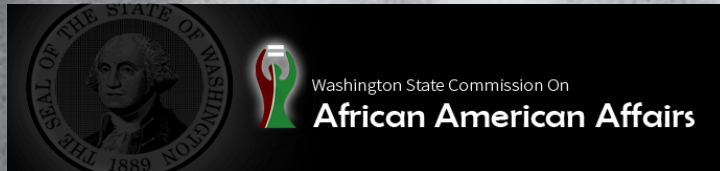
## Your Small Business Concierge

- We help residents and businesses **understand** and **navigate** Washington's regulatory processes.
- We help you find the answers to **your questions** about starting, running and growing a business in Washington.
- We do research or connect you with the **right people** in local, state or federal agencies.





# The Team



PASSION LED US HERE



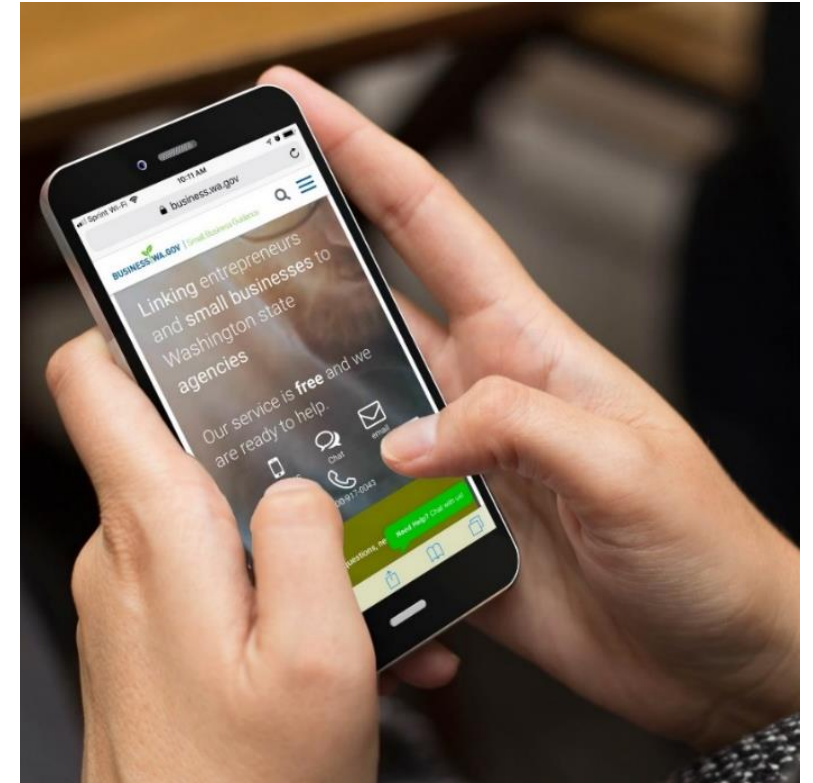
# About the **Small Business Liaison Team (SBLT)**

- Representatives started working together in 2006
- SBLT was formally recognized in 2012 by Executive Order 12-01
- ORIA facilitates the SBLT
- Over 2 dozen state agencies and commissions participate
- SBLT Vision - Making Washington State the best place to do business
- SBLT Mission - We listen to businesses, then drive action to make it easier to do business in Washington State.
- Download a contact sheet here: <http://business.wa.gov/liaisons>

**We work together to help start, run and grow small businesses in the state of Washington.**

# BUSINESS.WA.GOV | Small Business Guidance

- <http://business.wa.gov/bel20>
- One place for a businesses to start, run, and grow
- Mobile friendly website, so follow along with your smart phone



# Linking entrepreneurs and small businesses to Washington state resources

Our service is **free** and we are ready to help.



TXT/SMS



Chat



email



1-800-917-0043

**We Connect You...**  
**..to answers**  
**..to solutions**  
**..to people**

## Trending Now

Frequently asked questions, new regulations, popular topics.

[Learn More](#) →

## Road Map for opening a business

Step-by-step instructions on how to register and license your business in the state of Washington.

[Learn More](#) →

## Small Business Guide

This free Guide provides links to valuable resources, and outlines the steps for starting and operating a business in the state of Washington (available in six languages).

[Open the Guide](#) →

Need Help? Chat with us!



# Information Center

## 1.800.917.0043

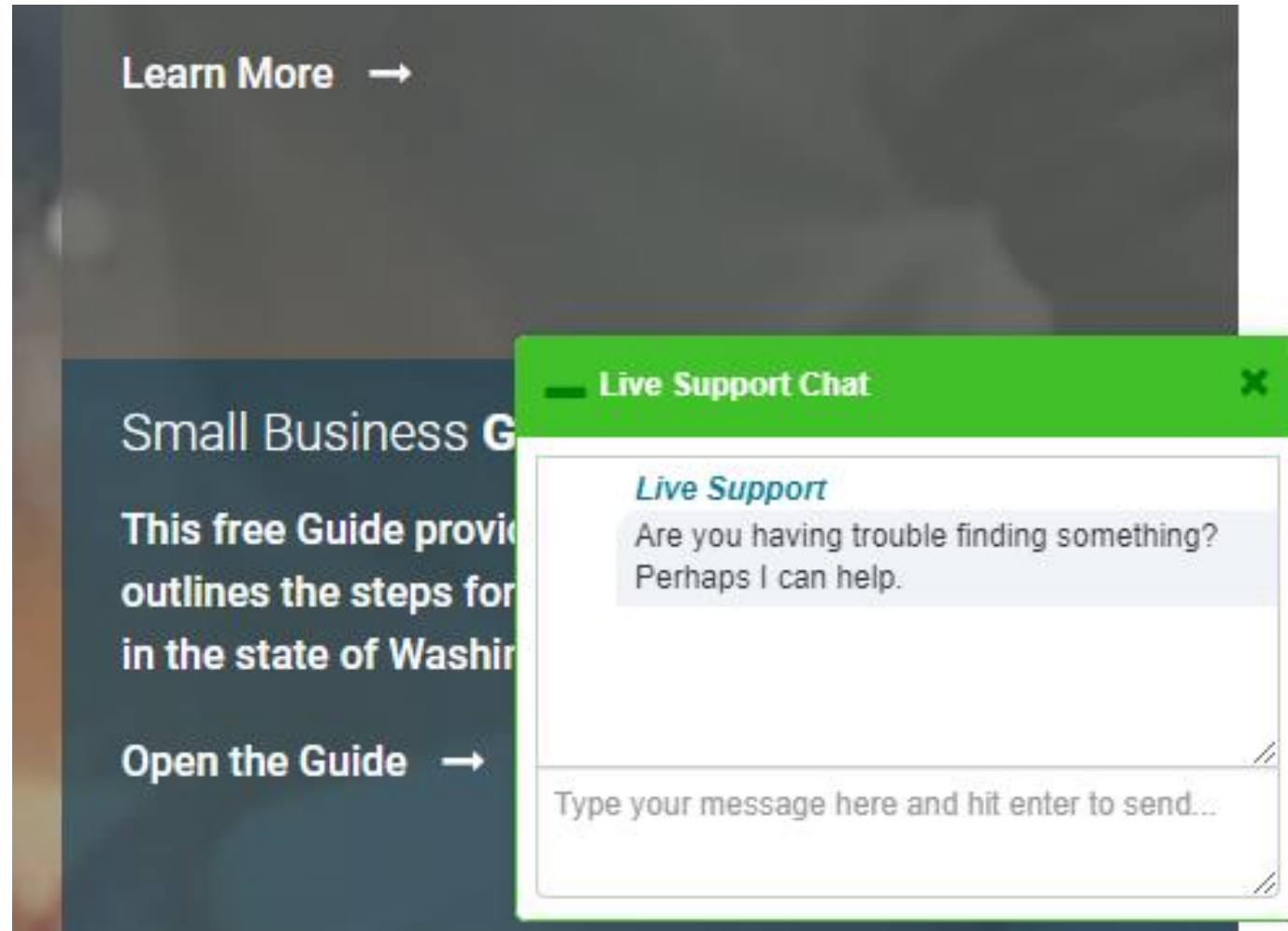


- Make this your first call.
- Available **Monday through Friday, 8 a.m. through 5 p.m.**
- Friendly, knowledgeable about regulations, and **our service is free.**  
Contact us and we will help you with your questions.
- **We really want you to succeed**

Website & live chat: <http://business.wa.gov>

E-mail: [help@business.wa.gov](mailto:help@business.wa.gov)

# Live Support Chat



# Small Business Liaisons



- If you need to contact a state agency directly, **we are your contact**
- The **SBLT** consists of representatives from 27 agencies
- Listening to businesses
- Drive action to make it easier to do business in Washington state






Visit: <http://business.wa.gov/liaisons> for details



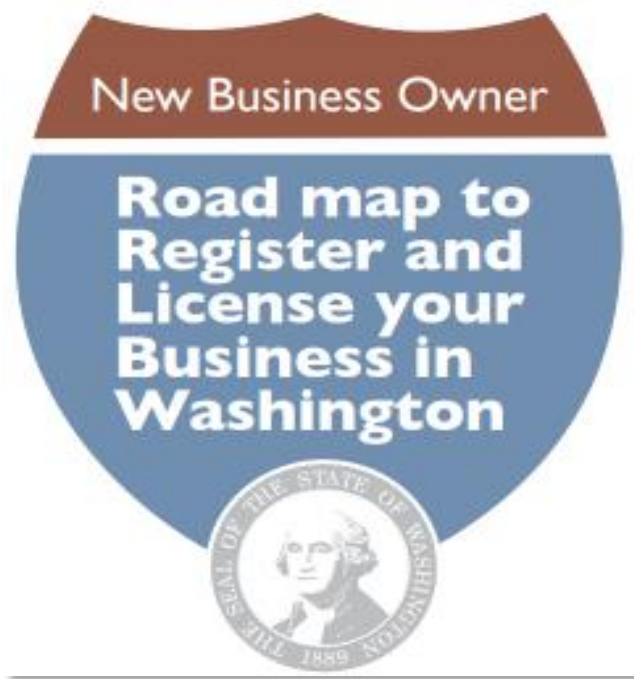
# Washington State Small Business Liaison Team

Making Washington State the best place to do business.



Agency	Contact	Services
<b>Commission of Hispanic Affairs</b> 	Nancy Rocha Aguilar Email: <a href="mailto:nancy.rochaaguilar@cha.wa.gov">nancy.rochaaguilar@cha.wa.gov</a> Phone: 360-725-5661	<ul style="list-style-type: none"> <li>• Issues concerning the rights &amp; needs of Washington State's Hispanic Community</li> <li>• Development of relevant policies, plans &amp; programs that affect the Hispanic community</li> </ul>
<b>Commission on African American Affairs</b> 	Ed Prince Email: <a href="mailto:ed.prince@caa.wa.gov">ed.prince@caa.wa.gov</a> Phone: 360-725-5663	<ul style="list-style-type: none"> <li>• Development of relevant policies, plans &amp; programs that affect the African American community</li> <li>• Identify and define issues concerning Washington State's African American Community</li> </ul>
<b>Commission on Asian Pacific American Affairs</b> 	Toshiko Hasegawa & Sam Le Email/Phone: <a href="mailto:toshiko.hasegawa@capaa.wa.gov">toshiko.hasegawa@capaa.wa.gov</a> 360-725-5666  <a href="mailto:sam.le@capaa.wa.gov">sam.le@capaa.wa.gov</a> 360-725-5667	<ul style="list-style-type: none"> <li>• Access to participation in the fields of government, business, &amp; education for Asian Pacific Americans</li> <li>• Recommends desirable changes in program &amp; law on the rights &amp; needs of Asian Americans &amp; Pacific Islanders</li> </ul>
<b>Department of Agriculture</b> 	Laura Raymond Email: <a href="mailto:lraymond@agr.wa.gov">lraymond@agr.wa.gov</a> Phone: (206) 256-6157	<ul style="list-style-type: none"> <li>• Advises farm and food businesses in regulations</li> <li>• Advises businesses on Direct, Domestic, and International marketing</li> <li>• Refers business owners to specific WSDA and USDA programs</li> <li>• Recruits and retains food and agriculture businesses</li> </ul>
<b>Department of Commerce</b> 	Linda Alongi Email: <a href="mailto:linda.alongi@commerce.wa.gov">linda.alongi@commerce.wa.gov</a> Phone: 360-725-4031	<ul style="list-style-type: none"> <li>• Technical assistance to help companies export into foreign markets</li> <li>• Provide referral for support and technical assistance to small businesses, including financial resources and tax</li> </ul>

# Self Guided Research



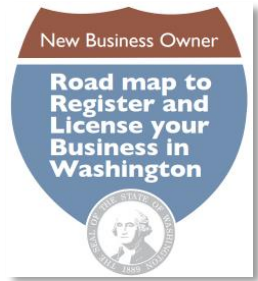
**Small-  
Business  
Guide**

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WASHINGTON STATE



# New Business Road Map



- **Road Map to register and license your business**
- Provides **step-by-step** instructions

Visit: <http://business.wa.gov/roadmap> for details



Home > Road Map for opening a business

# ROAD MAP FOR OPENING A BUSINESS

New Business Owner

Road map to  
register and  
license your  
business in  
Washington

## 8 Steps to forming a business in Washington State

This is a road map for opening a business in the state of Washington. There are eight steps in the road map but not all of them will apply to your business. **We recommend you read through all steps in this road map before applying for your business license.** You can [download the Road Map as a PDF file](#) if you prefer that format.

Here are the 8 steps:

[Click here to ask a question.](#)

# Small Business Guide



- Details the steps to **start, run, and grow a business**
- Provides links to valuable resources
- **Available in six languages**

Visit: <http://business.wa.gov/guide> for details

# SMALL BUSINESS GUIDE

Plan Your Business



Open Your Business



Close Your Business



Start Your Business



Run Your Business



Loan Programs For Your Business



Payroll Your Business



Grow Your Business



Download the Guide (Six languages)



Need Help? Chat with us!

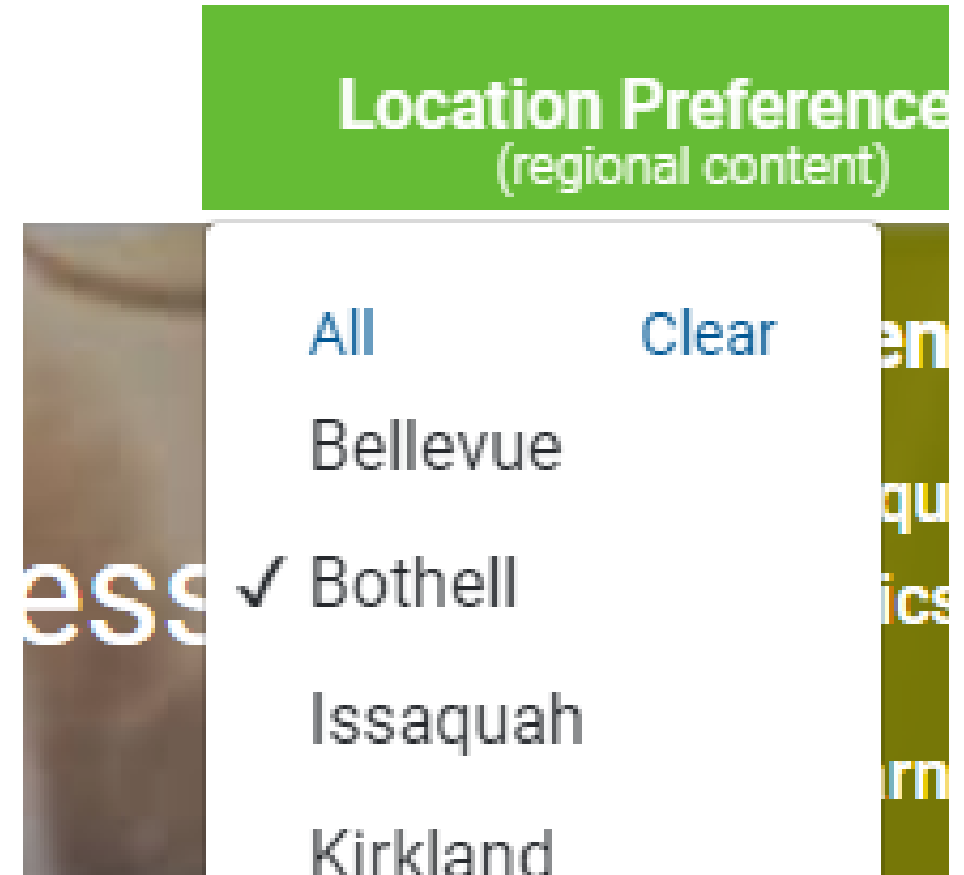


# King County Pilot Project

(Bellevue, Bothell, Kirkland, Redmond)

Expanding business.wa.gov to include:

- Local content filtered by user preferences
- User managed notifications
- Summary of business information held by the state
- <http://demo.business.wa.gov>



Algona	Auburn	Beaux Arts Village	Bellevue
✓ Black Diamond	Bothell	Burien	Carnation
Clyde Hill	✓ Covington	Des Moines	Duvall
Enumclaw	Federal Way	Hunts Point	Issaquah
Kenmore	Kent	Kirkland	Lake Forest Park
Maple Valley	Medina	Mercer Island	✓ Milton
Newcastle	Normandy Park	✓ North Bend	Pacific
Redmond	Renton	Sammamish	SeaTac
Seattle	Shoreline	Skykomish	Snoqualmie
Tukwila	Unincorporated King County	Woodinville	Yarrow Point

## FREE SMALL BUSINESS WORKSHOPS

Pasco, WA, Thursday, Oct. 24, 2019 [↗](#)

Spokane, WA, Tuesday, Oct. 29, 2019 [↗](#)

Step-by-step instructions on how to register and license your business in the state of Washington.

[Click here to learn more](#) →

## Small Business *Guide*

This free Guide provides links to valuable resources, and outlines the steps for starting and operating a business in the state of Washington (available in six languages).

[Click here to Open the Guide](#) →

# BUSINESS!WA.GOV

## Small Business Guidance

<http://business.wa.gov>

- SMS Text
- Live Chat
- Email
- Phone

BUSINESS!WA.GOV | Small Business Guidance

Linking entrepreneurs and small businesses to Washington state resources

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**Trending Now**  
Frequently asked questions, new regulations, popular topics.  
Learn More →

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Open the Guide →

Need Help? Chat with us!

# Thank you

- Please visit <http://business.wa.gov> and link to us!







Welcome to:

## Business-Friendly Programs



**Employment  
Security  
Department**  
WASHINGTON STATE

January 22, 2020

# BUSINESS-FRIENDLY PROGRAM PRESENTERS



- Carla Conforto, Northwest Workforce Council
- Meredith Cole, Unemployment Insurance Tax and Wage
- Cheryl Brown, SharedWork Program
- Clancy Mullins, WOTC & Federal Bonding Program
- Rafael Colón, Paid Family and Medical Leave

**Carla Conforto**  
WorkSource  
Workforce Programs Manager

## The Smart Way to Look for Talent



**WORKSource**  
A proud partner of the AmericanJobCenter network



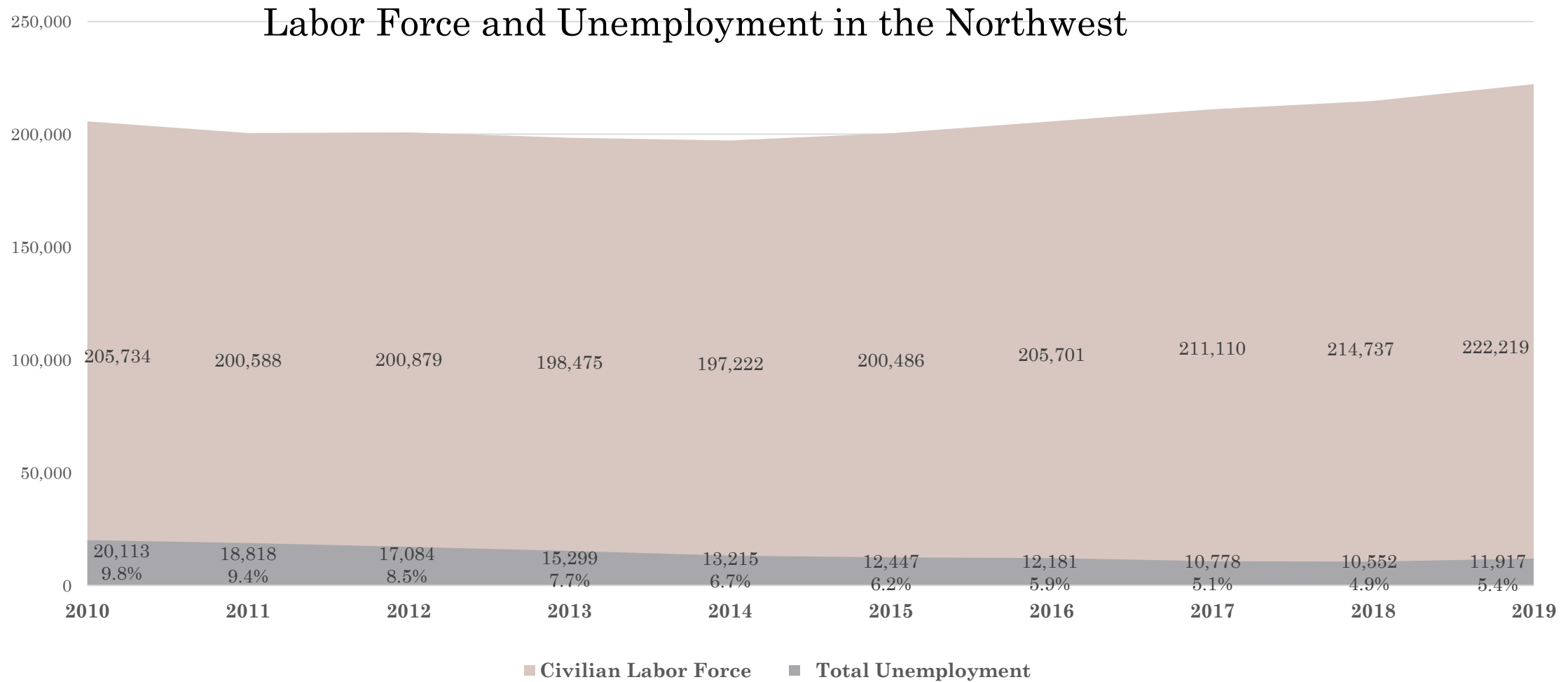
# Agenda

- Economic Context
  - WorkSource WA
- Why WorkSource?
  - Resources



A proud partner of the AmericanJobCenter network

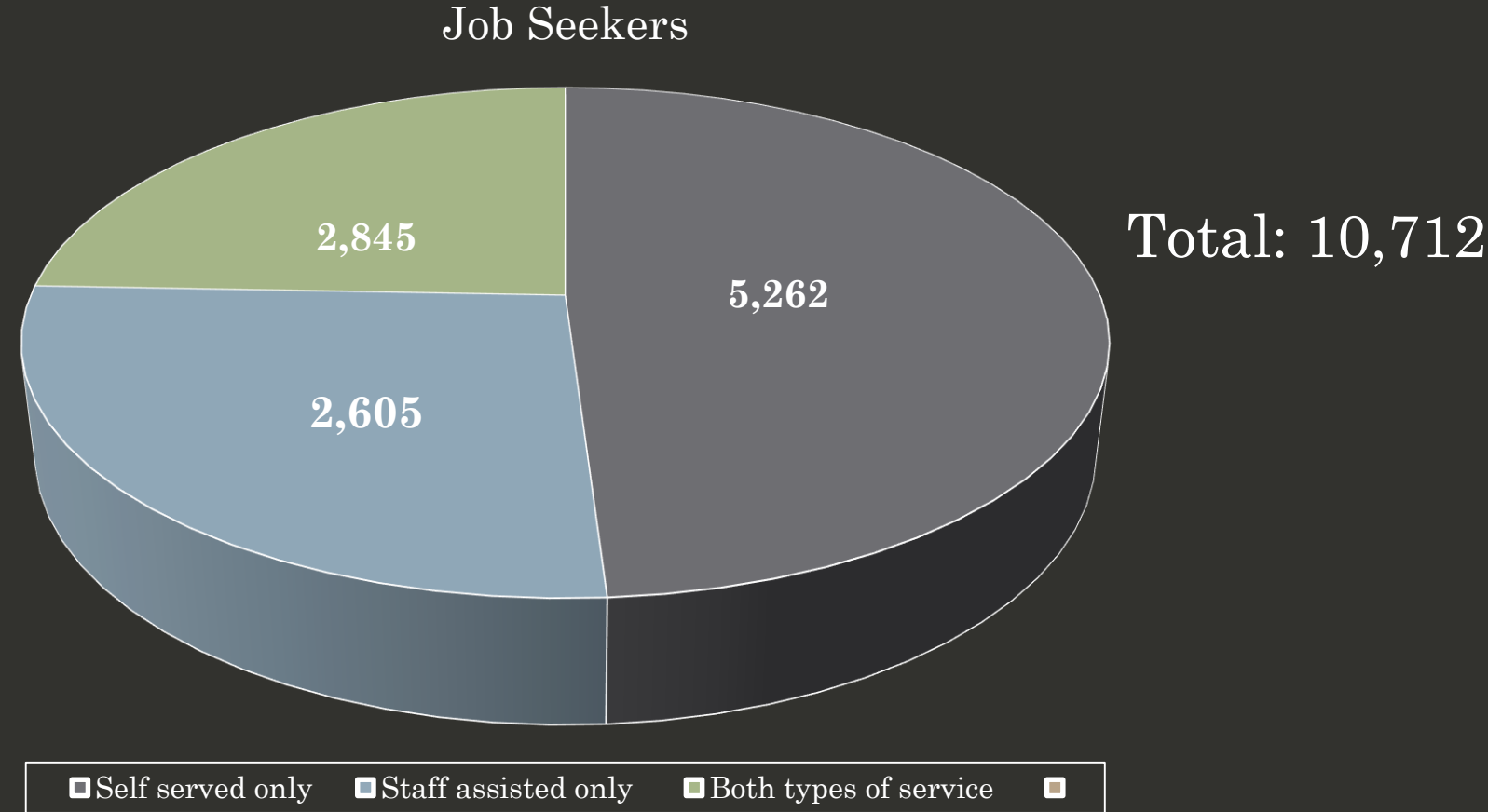




- The unemployment average in our region has been declining since it peaked in 2010
  - The labor force has grown 8% to exceed its size at the beginning of the recession

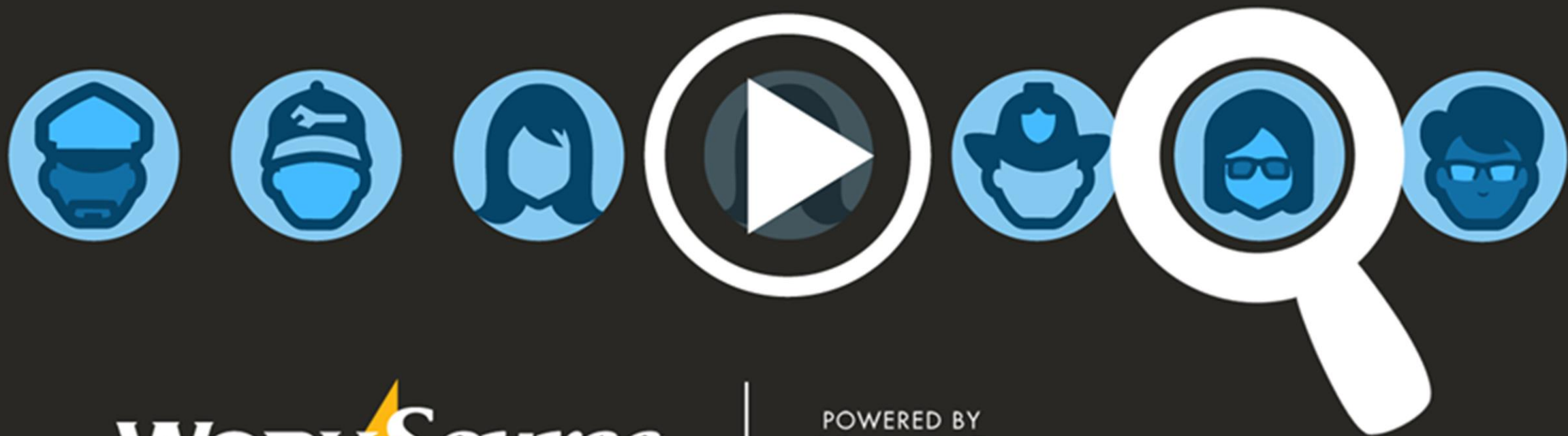
# QUICK GLANCE:

## Northwest Region WorkSource Center Services



4 Quarters ending September 2019

# LOOK SMART



**WORK**  *Source*

POWERED BY  
**MONSTER**  
AND YOU

# Why WorkSource?

## For Job-Seekers

- Thousands of jobs on database
- Dashboard with e-portfolio
- Career Workshops
- One on One Staff assistance
- Upskilling
- Connection to employers





# Why WorkSource? For Employers?

## ACCESS TO TALENT

- Free online job posting
- Access to candidate database
- Job candidate pre-screening
- Exclusive hiring events
- Regional job fairs
- Internships
- On-the-job Training Support

## ECONOMIC INFORMATION

- Labor market statistics/ Wag Data

### Anneliese Van



Anneliese Vance-Sherman, Ph.D.  
Regional Labor Economist  
Employment Security Department  
Tel. 425.258.6315  
Mobile 360.630.1232  
avancesherman@esd.wa.gov  
www.esd.wa.gov/labormarketinfo

Anneliese is the regional economist for **Island, King, San Juan, Skagit, Snohomish, and Whatcom counties.**

- Work Opportunity  
Tax credits

# Clicks...



WorkSourceWA.com

# ...and Bricks

- Recruitment assistance
- Job fairs and hiring events
- Candidate assessments
- Training
- Resources on hand today



# Questions

# ?



A proud partner of the American  Job Center network

WorkSource is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service: 711



# Tax & Wage

One call resolution for all  
customers who need assistance





## Tax & Wage

# HOW DOES ESD SERVE EMPLOYERS?



Four ways ESD serves employers, what are they?

1. Support 235,000 employers
2. Verify and adjust wage records
3. Ensure a fair and accurate annual tax rate
4. Educate employers on state guidelines and policies

## Tax & Wage

# KEY COMPONENTS OF TAX & WAGE



- Report filing and payments
- Tax rate calculation
- Relief of benefit charges
- Wage and hour adjustments (amendments)
- Waivers of penalties & interest
- Refunds
- Audit and investigation program

# More UI Tax Tidbits...



- Amendments: corrections to reports.
- Waivers: Employer may be granted a waiver of penalties & interest.
- Refunds: Employers who have a credit on their account may request a refund.
- Tax Rates: Delinquent rates will be assessed if late penalties & interest.

# Practical hands-on overview of UI Tax



Four things you should know:

1. Reports & payments are due quarterly.
2. The tax due is calculated by multiplying the taxable wages by the tax rate. Wage base 2019 = \$49,800, 2020 = \$52,700.
3. Late payments & reports are assessed penalties & interest and could affect the business annual tax rates.
4. To report & pay go to [www.esd.wa.gov](http://www.esd.wa.gov).
  - Then what? Let's navigate...



# Common questions from employers



- What is my billing statement for?
  - This is a balance due on your tax account.
- How do I file & pay my quarterly taxes?
  - Thru Secure Access WA & EAMS <https://esd.wa.gov/>
- How do I update my address, close my account or update owner/officers?
  - [Fill out business change form 5208C-1 or owner/officer change form: https://esd.wa.gov/employer-taxes/forms-and-publications](https://esd.wa.gov/employer-taxes/forms-and-publications)

# Common questions from employers



- How do I request a refund of my credit balance?
  - A governing person can email [UIFILES@ESD.WA.GOV](mailto:UIFILES@ESD.WA.GOV) requesting a refund. Include business name & ESD Account #.
- I entered the wrong ssn or name & I need to correct my quarterly filing. How do I fix it?
  - File an amendment thru EAMS [www.esd.wa.gov](http://www.esd.wa.gov) or get a paper Amended tax & wage report.
- I received a Benefit Charge Notice. What is this?
  - This is advising employers a former employee is claiming UI and their tax account is being charged. To request relief of benefit charges email [UIFILES@ESD.WA.GOV](mailto:UIFILES@ESD.WA.GOV), mail to UI Tax & Wage PO BOX 9046 Olympia, WA 98507-9046 or fax 800 301 01796 within 30 days.

# Important names and numbers



- Meredith Cole
- Paul Dean
- Cyal Christmas
- Stephen Henry
- Denice Craig

- Meredith Cole
  - 360-890-3585
  - [mcole@esd.wa.gov](mailto:mcole@esd.wa.gov)
- Benefit charging/tax rate requests:
  - 855-829-9243 – option 3



SharedWork is  
a shared win

BUSINESSES WIN. EMPLOYEES WIN.  
COMMUNITIES WIN.





# SHAREDWORK REQUIREMENTS



## Eligible employers:

- Unemployment tax rate less than 5.4%
- Current on all taxes
- In business at least six months
- Employ at least two employees eligible for U. I., showing 680 hours in their base year of employment

## Eligible employees:

- Collect partial unemployment benefits
- Have no job search requirements
- Earn more than if fully laid off

For peace of mind, call us and in 60 seconds or less we will determine your eligibility



SHAREDWORK call us



For peace of mind, call us and in 60 seconds or  
less we will determine you eligibility.

800-752-2500

# CONTACT SHAREDWORK



Contact: Cheryl Brown

Phone: 800-752-2500

Email: [sharedworkplansect@esd.wa.gov](mailto:sharedworkplansect@esd.wa.gov)

[SharedWorkWA.com](http://SharedWorkWA.com)

# FEDERAL BONDING PROGRAM



- Created in 1966 by USDOL, the Federal bonding program protects employers against employee act of dishonesty. The bond provides 100 percent coverage and has no deductible.
- Employers receive the bonds free-of-charge. Each new hire can be bonded from **\$5,000 - \$25,000** with \$0 deductible covering the first six months of employment against acts of dishonesty.
- Bonds can be applied to ANY full- or part-time employee paid wages (with Federal taxes deducted from pay), including individuals hired by temp agencies. \*Self-employed people cannot be covered by Fidelity Bonds

# [www.esd.wa.gov/bonding](http://www.esd.wa.gov/bonding)



esd.wa.gov/about-employees/federal-bonding



**Employment Security Department**  
WASHINGTON STATE

ALERTS



Español



Search



HOME

UNEMPLOYMENT

PAID LEAVE

JOBS & TRAINING

UNEMPLOYMENT TAXES

EMPLOYER RESOURCES

LABOR MARKET INFO

NEWSROOM

## QUICK LINKS

### FREQUENTLY USED LINKS

The SharedWork Program  
Work Opportunity Tax Credit (WOTC)  
The H-2A Program  
Business layoff assistance

### FORMS

SharedWork forms and media library  
Employer resources forms and publications library  
WOTC pre-screening form (IRS form 8850) (PDF)  
WOTC individual characteristics form (ETA form 9061) (PDF)  
Paid Family and Medical Leave employer toolkit (PDF)

### RELATED LINKS

Labor market info  
Washington State Small-Business Guide  
Steps to open a secure email from ESD

### CONTACT US

Contact a local WorkSource

## Federal bonding

The fidelity bonds issued by the Federal Bonding Program (FBP) protect employers against employee fraud and dishonesty. Employers receive the bonds free-of-charge as an incentive to hire these applicants. The FBP was designed to reimburse the employer for any loss due to employee theft of money or property up to \$5,000 during the first six months of a selected individual's term of employment.

The mission of the FBP is to give employers the peace of mind that you can safely provide all individuals job opportunities with limited risk.

The FBP helps reduce barriers for justice-involved individuals, as well as others who have difficulty securing employment and getting their lives back on track, building stronger, healthier communities.

### TO APPLY:

Print and fill out the [Washington State Bond Request form](#) (pdf) and return to Clancy Mullins, State Bonding Coordinator at PO Box 9046, Olympia, WA 98507, or [bonds4jobs@esd.wa.gov](mailto:bonds4jobs@esd.wa.gov).

### FOR MORE INFORMATION:

- Read the [Federal Bonding Program informational brochure](#) for Employers and Job Seekers
- Visit the [Federal Bonding Program website](#)
- See Employment Security's [Federal Bonding fact sheet](#)

### CONTACT:

Call 800-669-9271 or email [bonds4jobs@esd.wa.gov](mailto:bonds4jobs@esd.wa.gov), for additional information.

## WASHINGTON STATE BOND CERTIFICATION FORM

MAIL or EMAIL to: Clancy Mullins / State Bonding Coordinator  
Employment Security Department  
PO Box 9046  
Olympia, WA 98507-9046  
Phone: 1-800-669-9271  
[bonds4jobs@esd.wa.gov](mailto:bonds4jobs@esd.wa.gov)

### EMPLOYER RECEIVING BOND

COMPANY NAME & INDUSTRY \_\_\_\_\_  
FEIN - \_\_\_\_\_  
CONTACT PERSON NAME - \_\_\_\_\_  
PHONE NUMBER - \_\_\_\_\_  
ADDRESS - \_\_\_\_\_  
CITY/STATE/ZIP - \_\_\_\_\_

### WORKER COVERED BY BOND (please print clearly)

LAST NAME - \_\_\_\_\_ FIRST NAME - \_\_\_\_\_  
BOND EFFECTIVE DATE \_\_\_\_\_ SOC. SECURITY # \_\_\_\_\_  
Occupation: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
Reason for bond: Justice Involved ☐ Other ☐ Starting wage \_\_\_\_\_ per hr.

### BOND INSURANCE AMOUNT REQUESTED

\$ 5,000 (If requesting more than \$5K, provide information on why higher amount is needed.)

(\$5K, \$10K, \$15K, \$20K, \$25K)

SIGNATURE (must be signed by originator and legible) \_\_\_\_\_  
TELEPHONE # \_\_\_\_\_

# WHAT DOES WOTC DO?



- The Work Opportunity Tax Credit is a tax incentive for employers to hire certain job seekers. The goal is to help these individuals become economically self-sufficient and to reward employers who give them a chance.
- Participating employers are able to reduce their Federal income tax liability by \$2,400-\$9,600 per eligible employee.
- All applications must be submitted within 28 days of the employee's start date.
- In 2019 Washington State employers received \$106M of potential tax credit savings using the WOTC program.



# WORK OPPORTUNITY TAX CREDIT



Veteran Target Groups	Worked at least 120 hours but less than 400 hours	Worked at least 400 hours
Received (food stamps) benefits 3 of last 15 months	<b>Up to \$1,500</b> (25% of \$6,000 of first-year wages)	<b>Up to \$2,400</b> (40% of \$6,000 of first-year wages)
Disabled Veteran hired within 1 year of leaving service	<b>Up to \$3,000</b> (25% of \$12,000 of first-year wages)	<b>Up to \$4,800</b> (40% of \$12,000 of first-year wages)
Disabled Veteran Unemployed at least 6 months	<b>Up to \$6,000</b> (25% of \$24,000 of first-year wages)	<b>Up to \$9,600</b> (40% of \$24,000 of first-year wages)
Unemployed at least 4 weeks	<b>Up to \$1,500</b> (25% of \$6,000 of first-year wages)	<b>Up to \$2,400</b> (40% of \$6,000 of first-year wages)
Unemployed at least 6 months	<b>Up to \$3,500</b> (25% of \$14,000 of first-year wages)	<b>Up to \$5,600</b> (40% of \$14,000 of first-year wages)

Veteran supporting documentation must be provided within 90 days of WOTC application submission.

# WORK OPPORTUNITY TAX CREDIT




Other WOTC Target Groups	Worked at least 120 hours but less than 400 hours	Worked at least 400 hours
<b>Received (food stamps) benefits</b> <i>Age 18-39 qualifying individual or family member received benefits 6 months prior to hire date</i>	<b>Up to \$1,500</b> (25% of \$6,000 of first-year wages)	<b>Up to \$2,400</b> (40% of \$6,000 of first-year wages)
<b>Short Term TANF Recipient</b> <i>TANF recipient 9 of last 18 months</i>	<b>Up to \$1,500</b> (25% of \$6,000 of first-year wages)	<b>Up to \$2,400</b> (40% of \$6,000 of first-year wages)
<b>Long Term TANF Recipient</b> <i>TANF recipient last 18 consecutive months or received 18 months of TANF combined with final payment within last 2 years</i>	N/A	<b>Up to \$9,000</b> (40% of \$10,000 of first-year wages and 50% of \$10,000 of second-year wages)
<b>Vocational Rehabilitation Referral</b> <i>Participant in a state or federal vocational-rehabilitation program and had a written plan within the last 2 years</i>	<b>Up to \$1,500</b> (25% of \$6,000 of first-year wages)	<b>Up to \$2,400</b> (40% of \$6,000 of first-year wages)

Other WOTC Target Groups	Worked at least 120 hours but less than 400 hours	Worked at least 400 hours
<b>Ex-Felon</b> <i>Convicted of a felony within one year prior to the hire date; or released from incarceration within one year prior to the hire date</i>	<b>Up to \$1,500</b> (25% of \$6,000 of first-year wages)	<b>Up to \$2,400</b> (40% of \$6,000 of first-year wages)
<b>SSI Recipient</b> <i>Received SSI payment in any month within 60 days of being hired</i>	<b>Up to \$1,500</b> (25% of \$6,000 of first-year wages)	<b>Up to \$2,400</b> (40% of \$6,000 of first-year wages)
<b>Long-term unemployed</b> <i>Individual who has been unemployed at least 27 consecutive weeks and received at least one week of unemployment compensation</i>	<b>Up to \$1,500</b> (25% of \$6,000 of first-year wages)	<b>Up to \$2,400</b> (40% of \$6,000 of first-year wages)

# [www.esd.wa.gov/wotc](http://www.esd.wa.gov/wotc)



**Employment Security Department**  
WASHINGTON STATE

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**QUICK LINKS**  
**FREQUENTLY USED LINKS**  
The SharedWork Program  
Work Opportunity Tax Credit (WOTC)  
**FORMS**  
SharedWork forms and media library  
Employer resources forms and publications library  
WOTC pre-screening form (IRS form 8850) (PDF)  
WOTC individual characteristics form (ETA form 9061) (PDF)  
**RELATED LINKS**  
Labor market info  
Washington State Small-Business Guide  
Steps to open a secure email from ESD  
**CONTACT US**  
Contact a local WorkSource

## Work Opportunity Tax Credit (WOTC)

The WOTC is a tax incentive for employers to hire certain hard-to-place job seekers. The goal is to help these individuals become economically self-sufficient and to reward employers who give them a chance.

Employers can reduce their federal business taxes by anywhere from \$2,400 to \$9,600 per eligible employee. The amount employers get is based on:

- The employee's target group
- Wages earned and hours worked by the employee

Employers cannot claim the WOTC for:

- Relatives
- Former employees
- Undocumented aliens

[Work Opportunity Tax Credit fact sheet](#) - for a program overview and recent statistics

[U.S. Department of Labor website](#) - for updates and more information

**To apply online**  
You must have a SecureAccess Washington (SAW) account **and** a WOTC account. Read [How to apply](#) then [start here](#).

All applications must be submitted within 28 days of the employee's start date.

**WOTC resources:**  
[Online filing system](#) | [Eligibility](#) | [How to apply](#) | [Application deadlines](#)

**For more information:** email [ESDGPWOTC@esd.wa.gov](mailto:ESDGPWOTC@esd.wa.gov) or call 360-902-9326

Applications ~ Employer representatives ~ Employers ~ Printing ~ Help ~

Home

## Work Opportunity Tax Credit (WOTC)

**A few pointers before you start:**

- Employers and authorized representatives must submit applications within 28 days of the day the job applicant starts work
- Employers and representatives must receive certification from the Employment Security Department in order to claim these federal tax credits
- Employer representatives must submit a valid Power of Attorney in order to act on an employer's behalf
- Employers have no limit to the number of individuals they can hire who qualify for the tax credit

➔ **The bulk upload feature is now available.** Select the button below or the *Applications* tab above.

[Start new application](#)  
[Search applications](#)  
[Bulk application upload](#)  
[Create new representative](#)  
[Search representatives](#)

[WOTC 8850 form \(PDF\)](#)  
[WOTC 9061 form \(PDF\)](#)  
[Eligible target groups](#)  
[Employer's guide \(PDF\)](#)  
[Power of Attorney \(PDF\)](#)

**To check the status of an application**

1. Select the *Search applications* button or the *Applications* tab above
2. Search by application number or Social Security number, or select the desired application from the list
3. Check the *Status* column

**To submit documentation**

1. Select the *Search applications* button or the *Applications* tab above
2. Select the desired application and navigate to the *Submit* page

# WORK OPPORTUNITY TAX CREDIT



## **Contact: Clancy Mullins**

Phone: 360-902-9326

Email: [cmullins@esd.wa.gov](mailto:cmullins@esd.wa.gov)  
[www.esd.wa.gov](http://www.esd.wa.gov)



Washington  
**Paid Family & Medical Leave**



**Employment Security Department**  
WASHINGTON STATE

# Employer Overview





# What is Paid Family and Medical Leave?

Paid leave from work to care for yourself or a family member.

You claim leave directly from the state, not your employer.

Benefit is paid directly to you, not through your employer.

Employer can not prevent you from using Paid Family and Medical Leave.

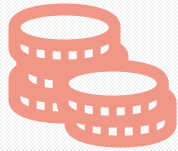


A man with a beard and a dark cap is operating a forklift. He is wearing a blue t-shirt with a logo that says "H. JOE COMPANY". He is looking towards the camera with a slight smile. The background shows a construction site with stacks of green pipes and a building.

# Employer responsibilities

Before, during and after leave.

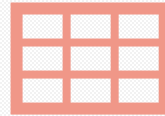
# Before leave



## Collect Premiums

0.4% of gross wages, shared by employer (36.667%) and employee (63.33%).

[paidleave.wa.gov/premiums](https://paidleave.wa.gov/premiums)



## Report Hours & Wages

Separate from UI reporting, but on the same calendar.

[paidleave.wa.gov/reporting](https://paidleave.wa.gov/reporting)



## Employee Notification

Workplace poster and notification of rights.

[paidleave.wa.gov/employers](https://paidleave.wa.gov/employers)

**BEFORE**

**DURING**

**AFTER**

# Notification to employee

Employers must:

1. Display workplace poster
2. Give notice of rights

Available at [PaidLeave.wa.gov/employers](https://PaidLeave.wa.gov/employers)



**BEFORE**

**DURING**

**AFTER**

# During leave



## Continuation of health benefits

If required under FMLA, benefits must be continued. If employee pays portion, must be allowed to continue paying.

BEFORE

**DURING**

AFTER



# Continuation of health benefits

An employer must continue health benefits when:

- An employee uses Paid Family and Medical Leave
- Is required to by federal FMLA



\*The department is continuing to develop administrative rules around this topic and will have more information soon.

BEFORE

**DURING**

AFTER

# After leave



## Job protection

Similar to FMLA, an employee may be eligible for the same, or equivalent job when returning from leave.

BEFORE

DURING

AFTER

# Job protection

Return to the same, or similar, position when a worker:

1. Works for an employer who has 50 or more employees for 20 weeks or more.
2. Has worked for that employer for at least 1 year.
3. Has worked 1250 hours for that employer in the last year.



BEFORE

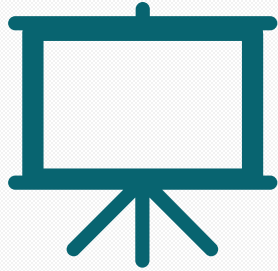
DURING

AFTER

# Employer responsibilities - Review

BEFORE	DURING	AFTER
<ul style="list-style-type: none"><li>• Collect premiums</li><li>• Report hours and wages</li><li>• Notify employees</li></ul>	<ul style="list-style-type: none"><li>• Continue health benefits (If applicable)</li></ul>	<ul style="list-style-type: none"><li>• Job protection (If applicable)</li></ul>

# Learn more



**Upcoming webinar series**  
[Paidleave.wa.gov/events](https://paidleave.wa.gov/events)



**Employer Toolkit**  
[Paidleave.wa.gov/employers](https://paidleave.wa.gov/employers)



**6 things to know...**  
[Paidleave.wa.gov/workers](https://paidleave.wa.gov/workers)



# Contact us



**833-717-2273**



**[paidleave@esd.wa.gov](mailto:paidleave@esd.wa.gov)**



**[paidleave.wa.gov](https://paidleave.wa.gov)**



Q&A

# Top thee things you can do leverage your tax dollars...

## 1. Visit our sites

- Spend 15 minutes on each our new websites  
workSourcewa.com; paidleave.wa.gov; sharedworkwa.com and  
learn more.

## 2. Contact us

- Start with your local business resource, Carla Conforto at  
360.676.3220

## 3. Follow us on







# Thank you!

## Business-Friendly Programs



**Employment  
Security  
Department**  
WASHINGTON STATE

January 22, 2020

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