



## Benefits of being the Legal Forms Holder for the Georgia eWOTC System

- **Save time and money by not being required to mail your original IRS-8850 and ETA-9061 forms to Georgia DOL.**
- **Submit your applications online for processing**
- **Submit supporting documents via mail, fax or e-mail\***
  - **To use e-mail, it's easy as 1, 2, 3. Once you have entered your application:**
    - 1. Write your the case number on each document page and scan;**
    - 2. Enter the six digit case number in the Subject line of your e-mail (i.e., Subject: 123456). This will enable us to search quickly to match your supporting documentation, and;**
    - 3. Send!!**
- **Check the status of your applications**
- **Print your respective determinations when ready**

When setting up the initial registration for your company, you will see the following as part of the process:

A legal forms holder must be designated to hold (maintain) original signature documents (IRS 8850, ETA 9061 and any supporting documentation) for a period of five years from the year that the tax credit is filed by the employer.

When your company is designated as the legal forms holder, you are authorized to enter data from original signature documents and submit this information electronically to the GA WOTC Program Coordinator.

**If you choose to be designated as the legal forms holder, click the checkbox below.**

**If you do not choose to be designated as the legal forms holder**, you will not submit data electronically, but you can utilize the automated WOTC system to enter data and print documents. Send the original signature documents (IRS 8850, ETA 9061, and any supporting documentation) to the Georgia WOTC Program Coordinator.

My Company will be the legal forms holder of original signature documents as listed above.

*Once selected, you will not have to reselect for subsequent user accounts for your company.*

*\*Dedicated e-mail address will be sent to those who accept legal forms holder designation*