



## Work Opportunity Tax Credit Program

TQL participates in the Work Opportunity Tax Credit (WOTC) program, which is a Federal program that provides tax credit for employers who hire employees within certain income levels.

The Federal government requires that candidates fill out the WOTC survey as a part of the application process. TQL uses ADP Tax Credit Services to administer WOTC program on our behalf.

Please follow the steps below to access and complete the survey:

1. Go to the ADP website - <https://wotc.adp.com/?tql>
2. Under **Tax Credit Screening**, click Continue (Do not enter information into the *Manager Login* section)
3. Answer each question and press Continue
4. At the end, you may be prompted to electronically sign by entering a 4-digit personal identification number (\*this number not assigned; enter any 4 digits you like)
5. Click Finish to complete the survey

The screenshot shows the ADP Manager Login & Candidate Screening page. At the top left is the ADP logo. Below it is the heading "Manager Login & Candidate Screening". The main content area is titled "Welcome to Tax Credit Screening" and "Tax Credit Screening". A "Continue" button is visible. Below the "Continue" button is a callout bubble that says "Click here to begin" pointing to the button. To the right is a "Manager Login" form with fields for "User ID:" and "Password:", a "Login" button, and links for "Forgot my Password", "Forgot my UserID", and "Help Desk (866.767.8326)". A callout bubble says "Do not enter info here" pointing to the login form. The background of the page features a blurred image of three people in business attire.

If you would like to learn more about the program, visit the U.S. Department of Labor's [WOTC website](#).