

# The GetHired Work Opportunity Tax Credit (WOTC) program gives accounting professionals easy-to-use software to help clients save thousands of dollars per year in federal tax credits and stay compliant with HR laws.

By helping your clients take advantage of WOTC, many will save more in tax credits than they spend on accounting and payroll fees, combined.

If you're like most accountants, the majority of your small to mid-sized business clients do not take advantage of the WOTC program, which provides employers with \$2,400 to \$9,600 in federal tax credits per eligible new hire. There is no cap on the amount of credits a business may earn.

## Tax Savings Assuming A Client Earns \$2,400 Per New Hire

|               |   |                     |   |                                   |
|---------------|---|---------------------|---|-----------------------------------|
| 1 New Hire    | x | \$2,400 Tax Credits | = | \$2,400 in Tax Savings Per Year   |
| 5 New Hires   | x | \$2,400 Tax Credits | = | \$12,000 in Tax Savings Per Year  |
| 10 New Hires  | x | \$2,400 Tax Credits | = | \$24,000 in Tax Savings Per Year  |
| 25 New Hires  | x | \$2,400 Tax Credits | = | \$60,000 in Tax Savings Per Year  |
| 50 New Hires  | x | \$2,400 Tax Credits | = | \$120,000 in Tax Savings Per Year |
| 100 New Hires | x | \$2,400 Tax Credits | = | \$240,000 in Tax Savings Per Year |

### **What is the WOTC program?**

The WOTC program was created to help individuals who may face challenges in finding employment. Individuals who may qualify include those who are on food stamps, those who have been unemployed for 26 weeks or more, veterans, those who live in low-income areas, ex-felons, and those enrolled in the Temporary Assistance for Needy Families program.

Millions of Americans qualify their employers to receive WOTC credits; however, the majority of business owners do not file the required documentation to collect these credits.

### **How does GetHired make it easy for accountants to offer the WOTC program to their clients?**

GetHired automates the entire WOTC process for employers and accountants.

GetHired will file the required documentation with state workforce agencies, calculate the credits that are earned, and provide accountants with a tax packet report. This report gives them the data needed to complete Form 5884, which is used to claim the Work Opportunity Credit.

### **Which of my clients can benefit from the WOTC program?**

The WOTC program is especially helpful for employers who hire hourly workers, e.g. food service/franchisees, retail, hospitality, healthcare, and manual labor.

### **How can GetHired help my clients stay compliant with HR laws?**

According to Title VII of the Civil Rights Act, all businesses with 15 employees or more must keep each job application and resume received for one year after each hiring decision has been made. Failure to comply with this law can result in the Equal Employment Opportunity Commission conducting an investigation and pursuing legal action against the employer.

GetHired helps employers stay compliant with Title VII, and also automates the collection and storage of other mandated documents from employees, including Forms I-9 and W-4.

### **Can a client use GetHired regardless of the payroll provider they use?**

Yes, GetHired is available as a stand-alone platform, and can help clients using any payroll provider.

## GetHired for Accountants in a few easy steps:

1

Log into your dashboard at [gethiredtaxcredits.com](https://gethiredtaxcredits.com)

You'll see a list of your clients and key statistics, including the number of tax credits they've received.

| Client                            | Payroll Provider | WOTC Hires | Tax Credits Earned |
|-----------------------------------|------------------|------------|--------------------|
| Arby's Franchise Group of Florida | Payentry         | 24         | \$57,600           |
| Davidson Medical Group            | Paylocity        | 7          | \$16,800           |
| Law Offices of Daniel Rao         | Intuit           | 1          | \$2,400            |
| McDonald's of Miami               | Paycom           | 22         | \$52,800           |
| Wendy's Franchisee Partners       | Paychex          | 17         | \$40,800           |

2

Invite a client to speak with a GetHired Work Opportunity Tax Credit specialist.


































A GetHired representative will schedule a free, one-on-one informative session with your client, and provide:

- ✔ A detailed review of the WOTC program
- ✔ Estimate of tax credits they may be eligible to receive
- ✔ Review of Title VII of the Civil Rights Act
- ✔ Demonstration of the GetHired platform
- ✔ Review of requirements for I-9 and W-4 storage
- ✔ Questions and Answers

# 3

**Clients who purchase GetHired will be able to manage their hiring, onboarding and tax credit needs.**

GetHired makes it easy for companies to identify tax credit eligible new hires and manage all new hire onboarding documents including Forms I-9, W-4 and more.

| Applicant Tracker   |  |  |  | Build Action | Filter |
|---|--|--|--|--------------|--------|
| Administrative Assistant  |  |  |  |              |        |
| Palo Alto, CA   |  |  |  |              |        |
| <div>  New            Promising            Maybe            Offer            Hire            Decline         </div> |  |  |  |              |        |
|    | <b>Meredith Carter</b><br>Palo Alto, CA<br>Status Hire<br>Date Applied 08/9/2019   | <div>   </div> <div> <div>Tax Credit: \$9,600</div> </div>     |  |              |        |
|    | <b>Muhammad Alaweli</b><br>Palo Alto, CA<br>Status Hire<br>Date Applied 08/9/2019  | <div>   </div>   |  |              |        |
|    | <b>Debrae Dunaway</b><br>Palo Alto, CA<br>Status Hire<br>Date Applied 08/9/2019    | <div>   </div>   |  |              |        |
|    | <b>Johann Mailman</b><br>Palo Alto, CA<br>Status Hire<br>Date Applied 08/9/2019    | <div>   </div>   |  |              |        |
|    | <b>Antony Craighead</b><br>Palo Alto, CA<br>Status Hire<br>Date Applied 08/9/2019  | <div>   </div> <div> <div>Tax Credit: \$4,800</div> </div>     |  |              |        |
|    | <b>Myron Boehman</b><br>Palo Alto, CA<br>Status Hire<br>Date Applied 08/9/2019     | <div>   </div>   |  |              |        |
|    | <b>Kurt Loughlin</b><br>Palo Alto, CA<br>Status Hire<br>Date Applied 08/9/2019     | <div>   </div> <div> <div>Tax Credit: \$9,600</div> </div> |  |              |        |
|    | <b>Owenda Staszewyk</b><br>Palo Alto, CA<br>Status Hire<br>Date Applied 08/9/2019  | <div>   </div> <div> <div>Tax Credit: \$2,400</div> </div> |  |              |        |
|    | <b>Michaela Spillman</b><br>Palo Alto, CA<br>Status Hire<br>Date Applied 08/9/2019 | <div>   </div>   |  |              |        |

## Identify Tax Credit Eligible Applicants

Securely collect and store required onboarding documents (I-9, W-4, handbook, and more)

[illegible][illegible]

Company Logo

Employee Handbook

I have received the Employee Handbook. I have read and agree to abide by the policies and procedures contained in the Handbook.

[Name of Employee] [Sign Date]

## 4

GetHired will automatically complete the required calculations for accountants to complete Form 5884.

GetHired automatically creates a tax packet report for each client, which accountants can download from their GetHired account. Form 5884 allows clients to claim the Work Opportunity Credit.

| Client's Company Name             | Form 5884                           | Tax Credits Earned | Payroll Provider |
|-----------------------------------|-------------------------------------|--------------------|------------------|
| Arby's Franchise Group of Florida | <a href="#">Download Tax Packet</a> | \$57,600           | Payentry         |
| Davidson Medical Group            | <a href="#">Download Tax Packet</a> | \$16,800           | Paylocity        |
| Law Offices of Daniel Rao         | <a href="#">Download Tax Packet</a> | \$2,400            | Intuit           |
| McDonald's of Miami               | <a href="#">Download Tax Packet</a> | \$52,800           | Paycom           |
| Wendy's Franchisee Partners       | <a href="#">Download Tax Packet</a> | \$40,800           | Paychex          |

## The Numbers: How GetHired Offsets Accounting and Payroll Fees Through Tax Credits

|                       | New WOTC Hires Per Year | Cost to Employer to Process WOTC (\$299/New Hire) | Estimated Accounting Fees | Estimated Payroll Fee | Total Fees Paid By Employer <sup>(1)</sup> | Total Tax Credits Earned (Assume \$2,400/New Hire) <sup>(2)</sup> | Net Savings Per Year for Client <sup>(3)</sup> |
|-----------------------|-------------------------|---|---------------------------|-----------------------|--|---|--|
| 1 to 25 Employees     | 5                       | \$1,495   | \$5,000                   | \$1,650               | \$8,145                                    | \$12,000  | \$3,855  |
| 26 to 50 Employees    | 10                      | \$2,990   | \$10,000                  | \$3,300               | \$16,290                                   | \$24,000  | \$7,710  |
| 51 to 100 Employees   | 20                      | \$5,980   | \$20,000                  | \$6,600               | \$32,580                                   | \$48,000  | \$15,420                                       |
| 101 to 500 Employees  | 100                     | \$29,900  | \$100,000                 | \$33,000              | \$162,900                                  | \$240,000   | \$77,100                                       |
| 501 to 1000 Employees | 200                     | \$59,800  | \$200,000                 | \$66,000              | \$325,800                                  | \$480,000   | \$154,200                                      |

<sup>(1)</sup> Sum of employer's cost to process WOTC and estimated accounting and payroll fees.

<sup>(2)</sup> For purposes of this calculation, estimate an average savings of \$2,400 per new employee.

<sup>(3)</sup> Total savings to client after deducting fees for WOTC processing, accounting, and payroll.