

**Virginia  
Form WTC**

**Worker Training Tax Credit Application**

**Tax Year** \_\_\_\_\_

*File Form WTC, schedules, and required enclosures by April 1.*

This credit must be approved before being claimed on your return. Approval of courses, apprenticeship programs, and manufacturing-related orientation, instruction, and training programs is required. See the instructions for filing requirements prior to completing this application.

Section I – Taxpayer Information			
Business Name		FEIN / SSN	
Trading As		Contact Name	
Street Address		City, State, ZIP Code	
Telephone Number	Fax Number	Email Address	
NAICS Code	Description of Principal Business Activity		

**Entity Type** (choose one):  C Corporation  S Corporation  Partnership  LLC  Other \_\_\_\_\_

**Was any of this training paid for by the Commonwealth?**  Yes  No (If yes, this training does not qualify)

**Section II – Credit Information**

*Complete the part below that corresponds with the schedule you are completing.*

**Part A – Tax Credit Based on Credit or Noncredit Courses**

Complete **Schedule A**, then enter the total number of qualified employees and non-highly compensated workers for which this credit will be claimed and the total credit requested. Complete a separate Schedule A for each course.

Total Tax Credit Requested for Credit or Noncredit Courses From Schedule A	Total Number of Qualified Employees	Total Number of Non-Highly Compensated Workers	Total Credit Requested (Schedule A, Column G)

**Part B – Tax Credit Based on Apprenticeship Programs**

Complete **Schedule B**, then enter the name of each apprenticeship program approved by the Commissioner of Labor and Industry for which this credit will be claimed, the total number of apprentices, the total number of non-highly compensated workers, and the total credit requested.

Program Name	Total Number of Apprentices	Total Number of Non-Highly Compensated Workers	Total Credit Requested (Schedule B, Column H)

**Part C – Tax Credit Based on Manufacturing-Related Orientation, Instruction, and Training Programs**

Complete **Schedule C**, then enter the total number of manufacturing-related orientation, instruction, or training programs for which this credit will be claimed and the total credit requested.

Total Tax Credit Requested for Manufacturing-Related Orientation, Instruction, and Training Programs	Total Number of Programs	Total Credit Requested (Schedule C, Line 8)

**Section III – Declaration and Signature**

I (we) the undersigned declare, under the penalties provided by law, that this form (including any accompanying schedules, statements, and enclosures) has been examined by me (us) and is, to the best of my (our) knowledge and belief, a true, correct, and complete application, made in good faith pursuant to the income tax laws of the Commonwealth of Virginia. If a person other than the taxpayer prepares this application, such declaration is based on all information of which he or she has knowledge.

Signature	Title	Date
Printed Name	Phone Number	Fax Number

**Form WTC  
Schedule A**

**Worker Training Tax Credit Application  
for Credit or Noncredit Courses**

**Tax Year**  
\_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_

Complete a Form WTC, Schedule A for **each** course.

To qualify for the Worker Training Tax Credit, credit and noncredit courses must be undertaken at an institution recognized on the **Commonwealth's Eligible Training Provider List**. For a list of providers, visit the Virginia Workforce Connection homepage at [www.vawc.virginia.gov](http://www.vawc.virginia.gov) and navigate to the "Training Providers" page. See instructions for details and definitions.

Name as shown on Form WTC	<input type="checkbox"/> FEIN <input type="checkbox"/> SSN
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Section I – Program Information		
Name of Eligible Training Provider	Program Name	
Street Address	City, State, ZIP Code	
Provider Contact Name	Phone Number	Fax Number
Email Address	Date(s) of Programs	
Credential Attained	Program Duration	
<b>Program Description:</b>		

Section II – Credit Information
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**Instructions:** Enter one qualified employee or non-highly compensated worker per line. In Column G, multiply the course cost in Column F by 35% (0.35). The amount listed for each employee in Column G cannot exceed \$500 for qualified employees or \$1,000 for non-highly compensated workers. See the instructions for definitions of "qualified employee" and "non-highly compensated worker."

Column A Name of Qualified Employee or Non-Highly Compensated Worker	Column B Check Box if Employee is a Non-Highly Compensated Worker	Column C SSN	Column D Date Completed	Column E Date Paid	Column F Course Cost	Column G Credit Requested
1.	<input type="checkbox"/>					
2.	<input type="checkbox"/>					
3.	<input type="checkbox"/>					
4.	<input type="checkbox"/>					
5.	<input type="checkbox"/>					
6.	<input type="checkbox"/>					
7.	<input type="checkbox"/>					
8.	<input type="checkbox"/>					
9.	<input type="checkbox"/>					
10.	<input type="checkbox"/>					

<b>Total for This Page</b>		
<b>Enter on the First Schedule A Only – Total Amount from All Other Schedules A Completed</b>		
<b>Enter in Section II, Part A, Form WTC and Here – Total of All Schedules A Completed</b>		

**Form WTC  
Schedule B**

**Worker Training Tax Credit Application for Approved Apprenticeship Programs**

**Tax Year** \_\_\_\_\_

*To qualify for the credit, apprenticeship programs must be part of an apprenticeship agreement approved by the **Commissioner of Labor and Industry**. See instructions for details and definitions.*

Name as shown on Form WTC	<input type="checkbox"/> FEIN <input type="checkbox"/> SSN
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**Instructions:** Enter one qualified employee or non-highly compensated worker per line. Multiply the course cost in Column G by 35% (0.35). Enter the lesser of the calculated amount or \$500 for each qualified employee or \$1,000 for each non-highly compensated worker in Column H. See the instructions for definitions of “qualified employee” and “non-highly compensated worker.”

Column A Name of Qualified Employee or Non-Highly Compensated Worker	Column B Check Box if Employee is a Non-Highly Compensated Worker	Column C School Name	Column D Course Name	Column E Completion Date	Column F Date Paid	Column G Course Cost	Column H Credit Requested
1.	<input type="checkbox"/>						
2.	<input type="checkbox"/>						
3.	<input type="checkbox"/>						
4.	<input type="checkbox"/>						
5.	<input type="checkbox"/>						
6.	<input type="checkbox"/>						
7.	<input type="checkbox"/>						
8.	<input type="checkbox"/>						
9.	<input type="checkbox"/>						
10.	<input type="checkbox"/>						

**Total of Column H for This Page**

**Enter on the First Schedule B Only – All Other Schedules B, Column H Totals Combined**

**Enter on First Schedule B Only: Total Credit Requested for All Pages**  
(Enter Here and in Section II, Part B, Form WTC – All Schedules B, Column H Totals Combined)

**Form WTC  
Schedule C**

**Worker Training Tax Credit Application  
for Manufacturing-Related Orientation,  
Instruction, and Training**

**Tax Year Ending**  
\_\_\_\_\_, \_\_\_\_\_

To qualify for the credit, the business must be certified by the **Virginia Department of Education** for being primarily engaged in manufacturing and conducting orientation, instruction, and training in Virginia related to its manufacturing activities. See the instructions for details. For assistance with Schedule C, call the **Virginia Department of Education** at (804) 225-2052.

Name as shown on Form WTC	<input type="checkbox"/> FEIN <input type="checkbox"/> SSN
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Enclose Schedule C with Form WTC, along with an approval letter from the local school division and documentation of the direct costs incurred during the taxable year in conducting the orientation, instruction, or training program. If requesting credit for more than one program, complete a separate Schedule C for each program conducted during the taxable year.

**Part I** – Enter the program information, including a detailed description of the manufacturing-related orientation, instruction, and training program. Enclose additional pages, if necessary.

**Part II** – On Lines 1-4, enter the program cost(s) on the applicable line(s). On Line 6, calculate the allowable credit amount for the program listed in Part I of this page. On Line 7, enter the total credit requested from all pages combined. On Line 8, enter the lesser of the allowable credit amount or \$2,000 then transfer this amount to Form WTC, Section II, Part C “Total Credit Requested” line.

<b>Part I – Program Information</b>			
Program Name	Instructor / Trainer Name	Program Date(s)	
Contact Name	Contact Phone Number	Contact Email Address	
School District Name	Location		
Street Address	City	State	ZIP Code
<b>Course Description</b>			

<b>Part II – Credit Calculation</b>		
<b>1.</b>	Salaries or wages paid to instructors and trainers, prorated for the period of instruction or training.	.00
<b>2.</b>	Costs for orientation, instruction, and training materials.	.00
<b>3.</b>	Amounts paid for machinery and equipment used primarily for instruction and training.	.00
<b>4.</b>	The cost of leased or rented spaced used primarily for conducting the program.	.00
<b>5.</b>	<b>Total direct costs.</b> Add Lines 1-4.	.00
<b>6.</b>	<b>Total credit amount for this page only.</b> Multiply Line 5 by 35% (.35).	.00
<b>7.</b>	<b>Total credit amount from all Schedules C completed</b> (enter on first Schedule C only). Add the amounts on Line 6 from each Schedule C.	.00
<b>8.</b>	<b>Credit requested:</b> Enter the amount on Line 7 above or \$2,000, whichever is less. Transfer this amount to Form WTC, Section II, Part C, “Total Credit Requested” line.	.00

<b>DOE USE ONLY</b>	<b>Course is:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <b>Initials:</b> _____
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# Instructions for Form WTC

## Virginia Worker Training Tax Credit Application

### General Information

For taxable years beginning on and after January 1, 2019, but before July 1, 2022, businesses are allowed a tax credit for eligible worker training. **Eligible worker training** is the training of a qualified employee or non-highly compensated worker in the form of:

- **Credit or noncredit courses** at any institution recognized on the Eligible Training Provider List that results in the qualified employee or non-highly compensated worker receiving a workforce credential; or
- **Instruction or training that is part of an apprenticeship agreement** approved by the Commissioner of Labor and Industry.

The credit is equal to 35% of expenses incurred by the business during the taxable year for the eligible worker training. If the recipient of the training is a qualified employee, the credit cannot exceed \$500 per qualified employee annually. If the recipient of the training is a non-highly compensated worker, the credit cannot exceed \$1,000 per non-highly compensated worker annually.

For taxable years beginning on or after January 1, 2019, but before January 1, 2022, the Worker Training Credit may also be claimed by certain businesses primarily engaged in manufacturing. The businesses must conduct manufacturing-related orientation, instruction, and training programs in Virginia relating to the manufacturing activities of the taxpayer. To be eligible for the credit, the orientation, instruction, and training program must be approved by Virginia Department of Education (DOE) and must:

- (i) provide orientation, instruction, and training solely to students in grades 6-12;
- (ii) be coordinated with the local school division; and
- (iii) be conducted either at a plant or facility owned, leased, rented, or otherwise used by the business or at a public middle or high school in Virginia.

If claiming the credit on the basis of manufacturing-related orientation, instruction, and training programs, the credit is equal to 35% of the direct costs associated with the program, not to exceed \$2,000. Direct costs include:

- salaries or wages paid to instructors and trainers, prorated for the period of instruction or training;
- costs for orientation, instruction, and training materials;
- amounts paid for machinery and equipment used primarily for the instruction and training; and
- the cost of leased or rented space used primarily for conducting the program.

The total credit granted to all employers and businesses is limited to \$1 million for each fiscal year. If the total qualifying credits exceed this amount, the credit will be prorated.

Employers and businesses must apply for their share of the available credit by filing Form WTC with the Department of Taxation to determine their proportionate share of the credit. Notification of the authorized credit amount must be received before the credit may be claimed on the tax return.

This credit is nonrefundable, but excess credit may be carried forward for the next 3 taxable years. No credit can be carried back to a preceding taxable year.

### Applicability of the Credit

If claiming the credit on the basis of credit or **noncredit courses or apprenticeship programs**, the credit is allowable against individual income tax, estates and trusts tax, corporate income tax, bank franchise tax, insurance premiums license tax, and license tax on telegraph, telephone, water, heat, light, power, and pipeline companies.

If claiming the credit on the basis of **manufacturing-related orientation, instruction, and training programs**, the credit is allowable against individual and corporation income tax.

### Definitions

**Eligible worker training** – means the training of a qualified employee or non-highly compensated worker in the form of (i) credit or noncredit courses at any institution recognized on the Eligible Training Provider List that results in the qualified employee or non-highly compensated worker receiving a workforce credential or (ii) instruction or training that is part of an apprenticeship agreement approved by the Commissioner of Labor and Industry.

**Industry-recognized** – demonstrating competency or proficiency in the technical and occupational skills identified as necessary for performing functions of an occupation based on standards developed or endorsed by employers or industry organizations.

**Manufacturing** – processing, manufacturing, refining, mining, or converting products for sale or resale.

**Non-highly compensated worker** – a worker whose income is less than Virginia's median wage, as reported by the Virginia Employment Commission, in the taxable year prior to applying for the credit. "Non-highly compensated worker" does not include an owner or relative.

**Owner** – an individual who owns, directly or indirectly, more than a five percent interest in the business claiming the credit.

**Qualified employee** – an employee of a business eligible for a credit under this section in a full-time position requiring a minimum of 1,680 hours in the entire normal year of the business' operations if the standard fringe benefits are paid by the business for the employee. Employees in seasonal or temporary positions shall not qualify as qualified employees. "Qualified employee" does not include an owner or relative.

**Relative** – a spouse, child, grandchild, parent, or sibling of an owner.

**Workforce credential** – an industry-recognized (i) certification, (ii) certificate, or (iii) degree.

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## Process Overview for Claiming the Credit

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To claim the credit, you must complete a 3-step process:

### Step 1: Determine Eligibility of Programs

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All taxpayers must complete Form WTC, Sections I and III. The specific requirements for each portion of the credit are provided below.

#### Credit or Noncredit Courses

To qualify, employers must provide training to a qualified employee or non-highly compensated worker in the form of credit or noncredit courses at any institution recognized on the Eligible Training Provider List that results in the qualified employee or non-highly compensated worker receiving a workforce credential.

For a list of providers, visit the Virginia Workforce Connection homepage at [www.vawc.virginia.gov](http://www.vawc.virginia.gov) and navigate to the “Training Providers” page. Be sure to limit your search to Workforce Innovation & Opportunity Act Eligible Training Providers.

The Virginia median wage for the prior taxable year can be found on the Virginia Employment Commission’s website at [www.virginiaworks.com](http://www.virginiaworks.com). Select “Wages” and then “Occupational Employment Statistics (OES).”

To determine if the training will qualify for this credit, complete the following:

- Form WTC, Section II, Part A,
- Form WTC, Schedule A.

#### Apprenticeship Programs

To qualify, employers must provide instruction or training that is part of an apprenticeship agreement approved by the Commissioner of Labor and Industry. For program information, call Department of Labor and Industry at **(804) 786-8009**.

To determine if the training will qualify for this credit, complete the following:

- Form WTC, Section II, Part B,
- Form WTC, Schedule B.

#### Manufacturing-Related Orientation, Instruction, and Training Programs

To qualify, businesses that are primarily engaged in manufacturing must conduct orientation, instruction, and training relating to the manufacturing activities undertaken by the business and meet the criteria listed in the General Information section above.

For program information, call the **Virginia Department of Education** at **(804) 225-2052**.

To determine if the training will qualify for this credit, complete the following:

- Form WTC, Section II, Part C,
- Form WTC, Schedule C.

### Step 2: Requests for Additional Information and Notification of Authorized Credit

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#### Additional Information

If additional information is needed, we will contact you by **May 15** and you will have until **May 31** to respond. If you have not received acknowledgment of your application from the Department of Taxation by **May 31**, call **(804) 786-2992**.

The Department of Taxation will issue the credit by **June 30**. If you have not received your credit certification by **July 15**, call **(804) 786-2992**.

#### Extension of Time for Filing

If the tax return upon which this credit will be claimed is due on or before May 1, you may need to file an automatic extension payment for any tax due or file an amended return upon receipt of the credit confirmation.

### Step 3: Claim Worker Training Credit on Your Return

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After receiving notification of authorized credit, you may claim the credit on the applicable Virginia income tax return. See the income tax return instructions for computation and enclosure details.

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## Instructions For Completing Form WTC and Schedules A, B, and C

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### Section I – Taxpayer Information

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Provide complete entries in each field and indicate what, if any, other credits you have applied for during this taxable year.

### Section II – Credit Information

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Prior to completing Section II, you must complete the corresponding schedule(s) for the portion(s) of the credit you are claiming.

After completing the appropriate schedule(s), complete the part(s) of Section II that correspond with the portion(s) of the credit that you are claiming. See the information below for instructions on how to complete Parts A, B, and C of Section II.

#### Part A – Tax Credit Based on Credit or Noncredit Courses

Worker Training Credits claimed on the basis of credit or noncredit courses will only be granted for programs undertaken at an institution recognized on the Commonwealth’s Eligible Training Provider List that result in the qualified employee or non-highly compensated worker

receiving a workforce credential. See the “Process Overview for Claiming the Credit” section above for more information.

### **Instructions for Schedule A, Worker Training Tax Credit Application for Credit or Noncredit Courses**

If additional space is needed, enclose additional copies of the Schedule A. Complete a separate Schedule A for each course taken for which the tax credits are requested.

On Form WTC, Section II, Part A, enter the total number of qualified employees, the total number of non-highly compensated workers, and the total credit requested for training costs for approved courses in the space provided.

### **Part B – Tax Credit Based on Apprenticeship Programs**

Credit will be granted for apprenticeship programs (approved by the Commissioner of Labor and Industry) which meet the qualifications for this credit. See the definitions provided earlier in these instructions, before completing this section.

### **Instructions for Schedule B, Worker Training Tax Credit Application for Approved Apprenticeship Programs**

- If you have more than one school, use a separate Schedule B for each school.
- Organize each school in a separate folder with Form WTC, Schedule B, invoices, Labor Department Apprenticeship Form and copies of E-checks or canceled checks.

On Form WTC, Section II, Part B, enter the program name(s), total number of apprentices, the total number of non-highly compensated workers, and total credit requested in the space provided.

### **Part C – Credit Based on Manufacturing-Related Orientation, Instruction, and Training**

Credit will be granted for manufacturing-related orientation, instruction, and training programs approved by the Virginia Department of Education.

### **Instructions for Schedule C, Worker Training Tax Credit Application for Manufacturing-Related Orientation, Instruction, and Training**

If additional space is needed for the course description, enclose a separate Schedule C. If you are claiming the credit for more than one program conducted during the taxable year, complete a separate Schedule C for each program.

On Form WTC, Section II, Part C, Enter the total number of programs and total credit requested in the space provided.

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## **Where and When to File Form WTC**

File **Form WTC** no later than **April 1** in order for the qualification process to be completed. Forms received after that date may not be processed and the credit may not be approved.

File **Form WTC**, applicable **Schedules (A,B, and/or C)**, and required enclosures with the Department of Taxation.

### **Mail to:**

**Virginia Department of Taxation  
Tax Credit Unit  
P.O. Box 715  
Richmond, VA 23218-0715**

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## **What to Enclose**

If **Schedule A** is completed, enclose a copy of the documentation used to complete Schedule A, including enrollment forms from the school/college showing the courses taken and payment by the employer.

If **Schedule B** is completed, enclose a signed copy of the Apprenticeship Action Form, Apprenticeship Related Instruction Enrollment Form, and proof of payment by employer.

If **Schedule C** is completed, enclose an approval letter from the local school division and documentation of direct costs incurred during the taxable year in conducting manufacturing-related orientation, instruction, and training programs. Acceptable documentation includes, but is not limited to, calculations of salary proration, receipts for materials, receipts for equipment, and lease agreements for leased or rented space.

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## **Pass-Through Entities**

The Virginia Department of Taxation will issue a credit certification letter specifying the amount of credit authorized to each partnership, S corporation, or limited liability company qualifying to claim a portion of this credit.

Each pass-through entity must file Form PTE with the Department when allocating this credit to its participants. Form PTE should be filed within 30 days after the credit is granted, but at least 90 days prior to the participants filing their income tax returns. Failure to file Form PTE may result in the credit claim being disallowed and/or a delay in processing the participant’s return. This information should be sent to: **Virginia Department of Taxation, ATTN: Tax Credit Unit, P.O. Box 715, Richmond, VA 23218-0715** or you may fax it to **(804) 774-3902**.

All pass-through entities distributing this credit to its participants, including owners, shareholders, partners, or members, must give each such participant a Schedule VK-1, Owner’s Share of Income and Virginia Modifications and Credits.

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## **Where to Get Help**

Write to the **Virginia Department of Taxation, Tax Credit Unit, P.O. Box 715, Richmond, VA 23218-0715** or call **(804) 786-2992**. Visit **www.tax.virginia.gov** for additional information.

For assistance with **Schedule C**, write to the **Virginia Department of Education, Office of Career, Technical, and Adult Education, P.O. Box 2120, Richmond, VA 23218-2120**, call **(804) 225-2052**, fax **(804) 530-4560**, or email **cte@doe.virginia.gov**. Visit **www.doe.virginia.gov** for additional information.