

## **Introduction to the Express Program**

Thank you for your interest in the Workforce Training Fund (WTF), Express Program. This brief introduction will walk you through our program structure, eligibility questions and the application submission and review process.

### **(A) What is the [Express Program](#)?**

- We're a reimbursement program that finances 50% of skills-based training. We receive our funds from the WorkForce Training Fund (WTF), which, in part, consists of payments collected (i.e. a surcharge on Unemployment Insurance) from for-profit and some non-profit companies. These funds are available to Massachusetts-based companies seeking to train employees, widen their repertoire and ultimately gain a competitive advantage within their respective industry.

### **(B) [Eligibility](#) for Approval:**

- Businesses with 100 or fewer Massachusetts employees.
- Business must be in good standing with the state
- The reimbursement amount requested per trainee per course cannot exceed \$3,000
- The cumulative amount requested within a calendar year cannot exceed \$30,000
- The training has to be approved by Express and cannot be legally mandated (e.g. OSHA).

### **(C) What do you need [before](#) you start an application?**

1. Federal Employer Identification Number (FEIN)
2. Massachusetts Department of Unemployment Assistance (DUA) Identification Number (Note: tax person or accountant would know this)
3. A Certificate of Good Standing (COGS) from the Massachusetts Department of Revenue (DOR)
4. The course(s) information from our Express Course Directory
5. Point of contact information (e.g. email address for all correspondence)
6. Specific company and training knowledge
  - ◇ Current number of Employees Working in Massachusetts (both Full-Time and Part-Time)
  - ◇ A list of all employees to be trained
  - ◇ Start date of training (date must be at least 4 weeks after an application is submitted)

**(D) What is the application process?**

- Application --> Review Process --> Contract Creation --> Start of Training

**(E) What do you need to Request a COGS?**

- You need a MaxTax Connect Account login username and password. If you have one, skip to letter (H).

**(F) What do you need to create a MaxTax Connect Account?**

**NOTE:** We suggest you work with your accountant to complete this part.

- If your company has previously filed taxes in the state of Massachusetts, to create a MaxTax Connect account you will need two pieces of information: FEIN and ONE of the following (your accountant or taxes person would have this):
  - ◇ Amount due from one of the last three returns (zero return amount cannot be used for authentication)
  - ◇ Amount to be refunded from one of the last three return
  - ◇ Letter ID from the letter I received informing me about signing up for MassTaxConnect
  - ◇ Line item detail from one of the last three returns (Net Income on Form 63-FI for Financial Institution Excise or Total Assets on Forms 355, 355S or 355SBC for Corporate Excise. Net Income on Form M-990T-62 or 3M for Unrelated Business Income)"

Please be advised that if your company has NOT previously filed taxes in the state of MA, you will need to register your business.

**(G) How to create your MaxTax Connect Account?**

Step 0: Click [here](#).

Step 1: Press on "Create My Username"

Step 2: You will see four options: Create my Username | Register a Business | Register an Individual | Register an Estate. Click on "create my username"

Step 3: Click on "I represent a business or organization that has previously filed taxes in the state of Massachusetts. I will validate my business by supplying" and press "next"

Step 4: For ID Type, choose FEIN.

Input your FEIN on the "ID" section

Select the Account Type from the drop-down

Step 5: Provide the information requested after you choose the account type.  
Step 6: Click next, review and submit.

You will then receive your username and an email with the link to create your password.

#### **(H) How to Request a COGS?**

- Login to your MaxTax Connect account.
- Here's a step-by-step video created by the Department of Revenue on how to request a COGS once logged in: <https://www.mass.gov/info-details/masstaxconnect-certificate-of-good-standing-video-tutorials>
- If deemed compliant, your COGS will be available for download within 1-2 business days from your MaxTax account.

#### **(I) Where do I go to Submit an Express Application?**

- Use the following link: <https://commcorp.tfaforms.net/328781>

This brief outline should get you started, but if you have any questions or concerns please feel free to email our Express Coordinator, Jose Ibarra, at [express@commcorp.org](mailto:express@commcorp.org) or via phone at 617-717-6943.

P.S. Folks also find our [Frequently Asked Questions](#) page to be a powerful resource.