

WEST VIRGINIA CREDIT FOR OPERATING COSTS OF CHILD-CARE FACILITY

(FOR PERIODS ON OR AFTER JULY 1, 2022)
YOU MUST ATTACH THIS SCHEDULE TO YOUR WEST VIRGINIA INCOME TAX RETURN FOR EVERY YEAR YOU CLAIM THE CREDIT.

| SECTION A: BUSINESS IDENTIFICATION | | | | | | | | |
|------------------------------------|---|-------------------|----|------|-----------|--------|----|------|
| 1 | FEIN | | | | WV TAX ID | | | |
| 2 | BEGINNING | TAX PERIOD | | | | ENDING | | |
| | | | | | | | | |
| | | MM | DD | YYYY | MM | | DD | YYYY |
| 3 | BUSINESS NAME (IF THIS IS A TRANSFERRED OR PURCHASED CREDIT, INSERT NAME OF BUSINESS WHICH EARNED CREDIT) | | | | | | | |
| 4 | TAXPAYER NAME | | | | | | | |
| 5 | ADDRESS | | | | | | | |
| | CITY | | | | STATE | ZIP | | |

| SECTION B: CALCULATION OF AVAILABLE CREDIT | | | | | | | | |
|--|---|-------------------|---|---|---|--|--|--|
| 6 | A. SALARIES AND WAGES | | | | | | | |
| | B. SUPPLIES | | | | | | | |
| | C. UTILITIES | | | | | | | |
| | D. OTHER (PROVIDE DESCRIPTION) | | | | | | | |
| | E. REIMBURSED EXPENSES (SUBSIDIES/GRANTS/OUTSIDE FUNDING) | | | | | | | |
| | F. TOTAL COST OF OPERATION (SUM A THROUGH D. SUBTRACT E.) | | | | | | | |
| 7 | A. COST OF OPERATION PAID BY EMPLOYEES WHO HAVE CHILDREN AT THE CHILD-CARE FACILITY (FROM SECTION C) | | | | | | | |
| | B. COST OF OPERATION PAID BY NON-EMPLOYEES WHO HAVE CHILDREN AT THE CHILD-CARE FACILITY | | | | | | | |
| 8 | COST OF OPERATION INCURRED TO THE EMPLOYER (LINE 6F MINUS LINE 7A AND 7B) | | | | | | | |
| 9 | TAX CREDIT FOR OPERATING COSTS OF CHILD-CARE FACILITY (50% OF LINE 8) | | | | | | | |
| 10 | ENTER THE AMOUNT OF CREDIT FROM LINE 9 BEING CLAIMED THIS YEAR. IF THIS IS A TRANSFERRED OR PURCHASED CREDIT, INSERT THE AMOUNT OF TRANSFERRED CREDIT. | | | | | | | |
| 11 | PRIOR YEAR CREDITS | | | | | | | |
| | REFERENCE PERIOD (# of years prior to current tax period) | TAX PERIOD ENDING | A AMOUNT OF CREDIT ACQUIRED IN PRIOR TAXABLE YEARS | B ANY TAX CREDIT UTILIZED IN PRIOR TAXABLE YEARS | C AMOUNT OF TAX CREDIT CARRIED OVER FROM PRIOR YEARS | D AMOUNT OF TAX CREDIT UTILIZED IN THE CURRENT TAXABLE YEAR (Subtract B and C from A) | | |
| | 5 | | | | | | | |
| | 4 | | | | | | | |
| | 3 | | | | | | | |
| | 2 | | | | | | | |
| | 1 | | | | | | | |
| E. TOTAL PRIOR YEAR CREDITS UTILIZED IN THE CURRENT TAXABLE YEAR (SUM OF COLUMN D) | | | | | | | | |
| 12 | AMOUNT OF TAX CREDIT TO BE CLAIMED THIS YEAR. (LINE 10 PLUS LINE 11E) MAY NOT EXCEED TOTAL TAX DUE. | | | | | | | |

| SIGNATURE | | | |
|---|----------------------------------|-------|-----------|
| <i>Under penalties of perjury, I declare that I have examined this credit claim form and to the best of my knowledge it is true and complete.</i> | | | |
| SIGNATURE OF TAXPAYER | NAME OF TAXPAYER (PRINT OR TYPE) | TITLE | DATE |
| SIGNATURE OF PREPARER OTHER THAN TAXPAYER | ADDRESS | DATE | |
| PERSON TO CONTACT CONCERNING THIS RETURN | | | TELEPHONE |

SCHEDULE OCF (continued)

SECTION C: ADDITIONAL INFORMATION

COMPLETE THIS SCHEDULE FOR EACH CHILD CARE FACILITY.

ONLY TO BE COMPLETED BY THE ENTITY WHO GENERATED THE CREDIT. THIS MUST BE INCLUDED WITH THE SCHEDULE OCF FOR CREDIT TO BE GRANTED.
PASS THROUGH SHAREHOLDERS DO NOT COMPLETE SECTION C. SHAREHOLDERS WILL NEED TO USE PAGE 1 WITH A K-1 FROM THE ENTITY WHO GENERATED THE CREDIT.
 MAKE A COPY OF THIS SCHEDULE IF YOU COVER OPERATING COSTS FOR MORE THAN 25 EMPLOYEES OR COVER OPERATING COSTS FOR MORE THAN ONE FACILITY

| | | | | | | | | | | | | | | | |
|--|--------------------|-----|-----|-----|-----|---------------------|-----|-----|-----|-----------------------------|------|---|-----------------|--|--|
| CHILD CARE FACILITY NAME | | | | | | | | | | | FEIN | | | | |
| ADDRESS | | | | | | | | | | | | | | | |
| CITY | | | | | | | | | | STATE | | | ZIP | | |
| COMPUTATION OF EMPLOYEES' CHILDREN TO TOTAL ENROLLMENT | | | | | | | | | | | | | | | |
| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | MONTHLY AVERAGE | | |
| NUMBER OF EMPLOYEES' CHILDREN | | | | | | | | | | | | | | | |
| TOTAL ENROLLMENT | | | | | | | | | | | | | | | |
| DIVIDE AVERAGE NUMBER OF EMPLOYEE'S CHILDREN BY AVERAGE TOTAL ENROLLMENT | | | | | | | | | | | | | | | |
| EMPLOYEE SSN | EMPLOYEE LAST NAME | | | | | EMPLOYEE FIRST NAME | | | | NUMBER OF CHILDREN ENROLLED | | AMOUNT OF OPERATING COSTS COVERED BY EMPLOYEE | | | |
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Schedule OCF

WEST VIRGINIA CREDIT FOR OPERATING COSTS OF CHILD-CARE FACILITY INSTRUCTIONS

GENERAL INFORMATION

A tax credit against the tax imposed for operating costs shall be granted to an employer who provides or sponsors child care for employees. The amount of the tax credit shall be equal to 50 percent of the cost of operation to the employer less any amounts paid for by employees during a taxable year.

INSTRUCTIONS FOR SCHEDULE OCF

Note: In order to be approved for the Capital Investment Property (CIP) for child care facilities credit, you must file a tax return. If you are a nonprofit, you will need to submit a zero tax return. In addition, you will need to submit the forms and support requested below with the tax return. All supporting documentation must be attached or the credit will be denied.

Complete business identification section, including business name, address, tax year, federal identification number and North American Industry Classification System (NAICS) code in lines 1 through 5.

Line 6 Enter the cost of operation of the child care facility during the taxable year.

Line 7 A. Enter amounts paid for by employees during a taxable year

B. Enter amounts paid for by non employees who have children in the child-care facility during a taxable year

Line 8 Subtract lines 7A and 7B from line 6F

Line 9 Multiply line 8 by 50%

Line 10 Enter the amount of line 9 being claimed this year.

Line 11 Enter the information about prior year credits including:

- The Tax Period Ending for that year. This should be formatted MM DD YYYY
- A) The amount of credit acquired in prior taxable years
- B) Any tax credit utilized by the taxpayer in prior taxable years
- C) The amount of tax credit carried over from prior years
- D) The amount of tax credit utilized by the taxpayer in the current taxable year
- E) Sum of Column D

Line 12 Line 10 plus line 11E

Section C This must be completed by the entity that generated the credit in order to claim the credit. If Section C is not completed in full and submitted by the entity that generated the credit with page one, the credit will be denied.

Pass through shareholders, partners, members, or beneficiaries should complete page 1 and include the K-1 from the credit generating entity instead of the Section C page. The credit for Pass through share holders will be denied if the entity generating the credit has not filed Sections A, B, and C with their WV PTE-100.

SALE OF CREDIT

Credits cannot be sold prior to the establishment and approval of the credit by the WV Tax Division. Once the credit is approved and an amount is established, you will receive a certified letter from the WV Tax Division listing the amount of the approved credit and the amount that can be taken annually.

If you choose to sell the credit, you must complete the SALE/TRANSFER/ASSIGNMENT OF CREDIT form for each entity purchasing the credit. **Note: WV Tax Division does not approve the sale of the credit.** We only verify that the credit sold is available when the new owner of the credit files their tax return.