



STATE OF ARKANSAS
**Department of Finance
and Administration**

**Revenue Division
Tax Credits/Special Refunds**
P.O. Box 8054
Little Rock, AR 72203
Phone: (501) 682-7106
Fax: (501) 682-4986
www.arkansas.gov/dfa

August 9, 2022

Cody Waits, Director
Office of Skills Development
Arkansas Department of Commerce
1 Commerce Way, Ste 604
Little Rock, Arkansas 72202

Dear Mr. Waits,

The Department of Finance and Administration Tax Credits/Special Refunds Section offers the following guidance for ACT 1042 of 2017: Apprenticeship Program Income Tax Credit consistent with Rule 2018-3. Please advise employers of the following requirements to claim Apprenticeship income tax credits:

1. Submit Employer Acceptance Agreements to taxcredits@dfa.arkansas.gov or via mail to 1816 W 7th Street Room 2370 (PO Box 8054) Little Rock, Arkansas 72203.
 - o Include the approved employer's name, income tax filing number and mailing address.
2. Upon receipt of Employer Acceptance Agreements, Tax Credits/Special Refunds will issue an Annual Wage Report form and program instructions.
3. To claim income tax credits employers must submit annual certifications to the Tax Credits/Special Refunds Section. Certification must include: Annual Wage Report, Apprentice Agreements (Form 671) and apprentice W-2s.
4. Upon verification of certifications, Tax Credits/Special Refunds will issue an income tax credit memorandum stating the credit amount and applicable tax years.
5. Employers may claim up to \$10,000 tax credits annually, however the amount of credit claimed may not exceed the amount of individual or corporate tax due. Unclaimed credits may be carried forward two consecutive tax years after the initial credit is established.

For further information, please contact Tax Credits/Special Refunds at taxcredits@dfa.arkansas.gov or (501) 682-7106.

Thank you,

A handwritten signature in black ink, appearing to read 'Deven Toney'.

Deven Toney, Manager
Tax Credits/Special Refunds Section