



WA427 WORKER PORTAL APPS WITH MARRIED FILING JOINTLY TAX RECORD

Currently when the Worker Portal is used to data enter an application where someone has reported that they will file taxes as “Married – Filing Jointly”, the records will data map into KEES as two separate records. This is an issue as the two individuals cannot have separate records; rather one record should be created with the second individual listed as the Joint Filer.

When a paper application is received and someone on the application reports that they will be filing their taxes as “Married – Filing Jointly”, the following workaround should be used.

Data Entry

Workers should only data enter the tax information for the Primary Applicant, leaving all tax questions under the Spouse blank.

Eligibility

Workers will need to manually select the spouse from the **Joint Filer Name** drop-down on the Primary Applicant’s tax record during data acceptance. When the record has been saved, a duplicated record will appear under the joint filer’s name.

Document Change Log

Date	Version	Author	Change Description
08/02/2015	2.7	J. King	Initial Draft completed
08/17/2015	2.7.1	J. King	Updates made

*Update version/date in document footer.