



TRAINING GRANTS & REIMBURSEMENTS

IF YOUR BUSINESS IS INVESTING IN EMPLOYEE TRAINING, First Advantage Tax Consulting Services can minimize costs by negotiating tax incentives and grant opportunities specific to your training needs. You won't have to worry about tedious research or on-going reporting. With our skilled team of tax professionals and key relationships with state and local groups, we'll research funding opportunities and negotiate a comprehensive package that lowers your overall training costs. First Advantage will guide you through the process including:

■ Discovery & Preparation

We'll meet with you and review the opportunities available. First Advantage will also gather documentation that may include:

- > Overview of your company's training policies and programs, and goals.
- > Outlines of your current training programs including goals, who attends, formal outline of instruction and goals, cost of training, etc.
- > Budget of training, by program or employee level.
- > Summary of training program certification opportunities including OSHA, Oracle DBA, etc.

■ Proposal Presentation & Negotiation

First Advantage reviews the proposal and corresponding documentation to estimate the amount of the grant you may be eligible to be awarded. From there, we'll assist in completing applicable agreement documents as well as detailing all terms, requirements, deliverables, payment schedule, and end-of-training reporting. If you adjust the negotiated terms of the agreement, First Advantage assists you in the renegotiation process.

■ Tracking

First Advantage will help you track participating individuals training hours and wages paid during training. Together, we'll record the includable and excludable expenses, training rosters, as well as sign-in sheets and other reports.

■ Reporting & Reimbursement

First Advantage will assemble necessary reporting information once the training is complete. In the case of a request for reimbursement, First Advantage will submit an invoice in the agency-approved format.

ABOUT FIRST ADVANTAGE TAX CONSULTING SERVICES

First Advantage Tax Consulting Services develops and implements strategies to reduce your tax liabilities including Work Opportunity Tax Credits, Welfare to Work Tax Credits, location-based credits and grants, site selection services, and sales and use tax consulting. More than 1,000 companies, including many FORTUNE® 100 companies, trust us as their tax consulting partner.

For more information, contact **FIRST Advantage** Tax Consulting Services at 800.669.6005, or visit www.FADV.com/TaxConsulting.