

## Fiscal Agent Case Manager Checklist

#	Start-up Forms	When Required
1	iLIFE Fiscal Agent Authorization	For all Employer/Clients

	Resources	When Needed
	Employer/Client Status Change Form	Optional; not required for start up. Only needed if Case Manager needs to terminate Employee.

 **IMPORTANT:**

To process the application, iLIFE must receive the iLIFE Fiscal Agent Authorization. To be processed, the document must be complete and signed.