

Fiscal Agent Employee Checklist for My Choice Wisconsin

#	Employee Start-up Forms	When Required
1	New Employee Set-up Form	For all Employees
2	Relationship Disclosure Form	For all Employees
3	IRS Form W-4 (current year)	For all Employees
4	IRS Form WT-4	For all Employees
5	Form I-9 Employment Eligibility Verification	For all Employees NOTE: Section 1 must be filled out by Employee, and Section 2 must be completed and signed by the Employer/Client.
6	Copy of Social Security Card	Optional but recommended
7	Wisconsin Medicaid Program Provider Agreement and Acknowledgment of Terms of Participation For Waiver Service Provider Agencies or Individuals (F-00180C)	For all Employees
8	Background Information Disclosure Form (BID) (F-82064)	For all Employees
9	Employer/Client and Employee Agreement	For all Employees
10	Direct Deposit Authorization	Optional

	Resources	How to Use
	Employee Timesheet	To record days and hours worked
	Sample Employee Timesheet	For help completing Fiscal Agent Timesheet
	Employee Mileage Log	To record transportation services provided
	Employee Status Change Form	Optional; not required for start up. Only needed if Employee needs to submit changes during or after the application process.

⚠ IMPORTANT: Not submitting all documents or submitting incomplete and/or unsigned documents will delay the application process. Do not begin working until you receive official notification that you may begin working for the Employer/Client.

To process the application, iLIFE must receive all documents listed above except numbers 6 and 10. Documents 6 and 10 are optional. To be processed, all submitted documents must be complete and signed.