

Fiscal Agent Vendor Checklist

| # | Vendor Start-up Forms | When Required |
|----|---|---|
| 1 | Vendor Application | For all vendors |
| 2 | Form W-9 | For all new vendors and existing vendors who change their name |
| 3 | Wisconsin Medicaid Program Provider Agreement and Acknowledgment of Terms of Participation For Waiver Service Provider Agencies or Individuals (F-00180C) | For all vendors |
| 4 | License Requirements List | Lists which professions require a copy of professional license and/or certificate |
| 5 | Copy of Liability Insurance Certificate | If required for your profession |
| 6 | Copy of Professional License and/or Certificate | If required for your profession |
| 7 | Copy of Driver's License | If providing transportation |
| 8 | Adult Family Home Information Form | For AFH providers with non-taxable income |
| 9 | Background Information Disclosure (BID) (F-82064) | For individual providers |
| 10 | Vendor Direct Deposit Authorization | Optional but recommended. Required if vendor wants direct deposit. |

| | Resources | How to Use |
|--|--------------------------|--|
| | Payroll Payment Schedule | Lists approved pay periods |
| | Sample Form W-9 | For help completing Form W-9 |
| | Invoice | To document goods and/or services to be paid |
| | Sample Invoice | For help completing Fiscal Agent Invoice |

IMPORTANT:

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

To process the application, all vendors must submit documents numbered 1 – 3 on the list above. Depending on the services to be provided and whether the vendor is an individual provider, any of documents 4 through 10 may also be required.

Fiscal Agent Vendor Start-up Guide

**This does not list all required documents.
Please see the Vendor Checklist for a list of all required documents.**

1. **Start-up documents:** One set of vendor start-up documents is included. If additional documents are needed, contact the Employer/Client's case manager or find the documents online at iLIFEfms.com.
2. **Checklists:** The Vendor Checklist ensures all required documents are completed and submitted to iLIFE. Payments cannot be made if iLIFE is missing any required documents.
3. **Payment schedule:** Signatures are required on all payment forms. Payment forms can be faxed, mailed or scanned and emailed to iLIFE. If a payment form is faxed, please document the fax confirmation in case of submission error.
4. **Adult Family Home Information Form (required for AFH providers with non-taxable income):** The AFH Information Form is required only if the AFH income is qualified to be non-taxable. The AFH is exempt from taxes and 1099 reporting only if the AFH qualifies based on the information provided on this form.
5. **Direct deposit (optional):** If the vendor wants to sign up for direct deposit, the vendor must provide a signed Vendor Direct Deposit Authorization form and bank verification. The bank verification, such as a voided check, must include the account number, routing number and account holder name.

If you have questions, please call iLIFE at 1-888-490-3966.