VENDOR SET-UP TIPS

Here are the requirements to become an approved IRIS Vendor:

1. **Provider Application (F-01312):** Please make sure to select Yes or No if you are W-9 exempt or not. Please make sure to check if you are an Individual or an Agency. **ONLY** Individual Providers must complete – **Background Information Disclosure (BID) (F82064)** and **Background Information Disclosure Addendum (F-01246).**

2. **Form W-9:** Please use the IRS’s current W-9. Only an EIN or Social Security number is required, not both.

3. **Wisconsin Medicaid Program Provider Agreement and Acknowledgement of Terms of Participant for Waiver Service Provider Agencies or Individuals (F-00180C):** Required for all providers.

4. **Vendor Direct Deposit Authorization Form:** Please attach a voided check or bank letterhead which includes account number, routing number, and account holder’s name.

5. **Credentialing Requirements:** Professional or service certification and/or license. Liability insurance, if applicable. Driver license, if applicable.

6. **For Individual Providers ONLY:** **Background Information Disclosure (BID) (F-82064)** and **Background Information Disclosure Addendum (F-01246)** must be completed.

7. **Adult Family Home Information Form:** Only for Adult Family Home providers with non-taxable income.

8. **Provider Agreement:** Optional but highly recommended.

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**Additional Information:**

- For additional form descriptions, see the **Provider Start-up and Requirements Checklist and Documents** pages attached to the vendor start-up packet.

- For helpful tips on submitting vendor claims, see the **Vendor Claims Tips** flyer.

- Please submit vendor paperwork via e-mail to IRIS.Vendor@iLIFEfms.com or fax to 414-918-4463.

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Fillable documents available at [http://www.ilifefinancialmanagement.com/Wisconsin-IRIS/Forms.htm](http://www.ilifefinancialmanagement.com/Wisconsin-IRIS/Forms.htm)