



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.

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.

Fillable documents available at

<http://www.ilifefinancialmanagement.com/Wisconsin-IRIS/Forms.htm>