

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) for Entity Employees and Contractors (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 iLIFE.org.
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.