

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.					
	2 Business name/disregarded entity name, if different from above					
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):			
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation	<input type="checkbox"/> S Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____					
	Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.					
	<input type="checkbox"/> Other (see instructions) ▶ _____					Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.				Requester's name and address (optional)		
6 City, state, and ZIP code						
7 List account number(s) here (optional)						

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

Mileage Memo

Welcome to the LKiChoice Fiscal Agent Program. LKiChoice has a referral that you will be providing transportation services to a Member. LKiChoice will need the following information to confirm a valid driver's license and proof of insurance at the time of the referral for the mileage reimbursement to you.

Providing Services For: _____

Name: _____

Address: _____

Phone Number: _____

Date of Birth: _____

Social Security #: _____

Driver License # _____

Vehicle Insurance Carrier: _____

Vehicle Insurance Policy # _____

Date of expiration of vehicle insurance _____

Providers (Employees/Drivers) are required to have a current driver's license always issued by the Department of Transportation and current insurance. Vehicles used to provide transportation must be insured and in good repair, with all operating and safety systems functioning. By signing this form, I agree that I am meeting all of these requirements. If there is a change in any of the information provided, I will update this agency.

My signature below verifies that my information above is accurate, and I am the owner of the vehicle.

Signature: _____

Date: _____



106 S. Beaumont Rd.
Prairie du Chien WI 53821
Fax: 844-634-7225
Phone: 608-326-0434

Payroll Information Form

Name: _____ Phone Number: _____

Mailing Address: _____

Physical Address: (if different than above) _____

REQUIRED- Email Address: _____

***Reminder: you will receive your paystub via email.

Please check all that apply:

- Secure Email** - Allows you to send timesheets or other information securely.
 Web Entry- Online payroll entry. Both member and employee will need an email address, as well as access to the internet.

Direct Deposit Information

Complete section(s) below with your banking account information.

Name of Bank: _____

Action to be taken: New deposit authorization. Change from previous authorization.

Type of Account: Checking Savings Pay Card Amount: _____%

Account #: _____

9-Digit Routing #: _____

***For Multiple Accounts:**

Name of Bank: _____

Action to be taken: New deposit authorization. Change from previous authorization.

Type of Account: Checking Savings Pay Card Amount: _____%

Account #: _____

9-Digit Routing #: _____

LKiChoice, a division of Lori Knapp Richland, Inc., is authorized to directly deposit my pay to the account(s) identified in this document, which include my signature and date. Authorization will remain in effect until I modify, cancel in writing, or employment terminates.

Changes to your payroll information may take up to one week to be processed and take effect on your employee profile. Please call to verify that your account information is changed.

Employee Signature: _____ Date: _____



BACKGROUND INFORMATION DISCLOSURE (BID) FOR ENTITY EMPLOYEES AND CONTRACTORS

- **PENALTY:** A person who provides false information on this form may be subject to forfeiture and sanctions, as provided in Wis. Stat. § 50.065(6)(c) and Wis. Admin Code § DHS 12.05(4).
- Completion of this form to verify your eligibility for employment/service as a “caregiver” is required by Wis. Stat. § 50.065 and Wis. Admin Code ch. DHS 12. Failure to complete this form may result in denial or termination of your employment, contract or service agreement.

Refer to DQA form [F-82064A, Instructions](#), for additional information.

Reset

Check the box that applies to you.

- | | |
|---|--|
| <input type="checkbox"/> Applicant / Employee | <input type="checkbox"/> Student / Volunteer |
| <input type="checkbox"/> Contractor | <input type="checkbox"/> Other – Specify: |

NOTE: This form should NOT be used by applicants for *entity operator approval* (license, certification, registration or other DHS approval) or by entities requesting approval for an individual to reside in entity facilities as a *non-client resident*. Applicants for *entity operator approval* or for a *non-client resident* background check must request an [entity background check](#) from the Division of Quality Assurance.

Full Legal Name – <i>First</i>	<i>Middle</i>	<i>Last</i>
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Other Names (including prior to marriage)

Position Title (applied for or existing) Caregiver	Birth Date (MM/DD/YYYY)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
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Home Address	City	State	Zip Code
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Business Name and Address – Employer (Entity)

Answering “NO” to all questions does not guarantee employment, a contract, or service agreement.

If more space is required, attach additional documentation to this form and indicate “see attached” in your answer.

SECTION A – DISCLOSURES

1. Do you have any criminal charges pending against you, including in federal, state, local, military, and tribal courts?
If **Yes**, list each charge, when it occurred or the date of the charge, and the city and state where the court is located.
You may be asked to supply additional information, including a copy of the criminal complaint or any other relevant court or police documents.

	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

2. Were you ever convicted of any crime anywhere, including in federal, state, local, military, and tribal courts?
If **Yes**, list each crime, when it occurred or the date of the conviction, and the city and state where the court is located.
You may be asked to supply additional information including a certified copy of the judgment of conviction, a copy of the criminal complaint, or any other relevant court or police documents.

	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

3. Please note that Wis. Stat. § 48.981, *Abused or neglected children and abused unborn children*, may apply to information concerning findings of child abuse and neglect.
Has any government or regulatory agency (other than the police) ever found that you committed **child** abuse or neglect?
Provide an explanation below, including when and where the incident(s) occurred.

	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

4. Has any government or regulatory agency (other than the police) ever found that you abused or neglected **any person or client**?
If **Yes**, explain, including when and where it happened.

	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

5. Has any government or regulatory agency (other than the police) ever found that you misappropriated (improperly took or used) the property of a person or client?
If **Yes**, explain, including when and where it happened. Yes No
6. Has any government or regulatory agency (other than the police) ever found that you abused an **elderly person**?
If **Yes**, explain, including when and where it happened. Yes No
7. Do you have a government issued credential that is not current or is limited so as to restrict you from providing care to clients?
If **Yes**, explain, including credential name, limitations or restrictions, and time period. Yes No

SECTION B – OTHER REQUIRED INFORMATION

1. Has any government or regulatory agency ever limited, denied, or revoked your license, certification, or registration to provide care, treatment, or educational services?
If **Yes**, explain, including when and where it happened. Yes No
2. Has any government or regulatory agency ever denied you permission or restricted your ability to live on the premises of a care providing facility?
If **Yes**, explain, including when and where it happened and the reason. Yes No
3. Have you been discharged from a branch of the US Armed Forces, including any reserve component?
If **Yes**, indicate the year of discharge:
Attach a copy of your DD214, if you were discharged within the last three (3) years. Yes No
4. Have you resided outside of Wisconsin in the last three (3) years?
If **Yes**, list each state and the dates you resided there. Yes No
5. If you are employed by or applying for the State of Wisconsin, have you resided outside of Wisconsin in the last seven (7) years?
If **Yes**, list each state and the dates you resided there. Yes No
6. Have you had a caregiver background check done within the last four (4) years?
If **Yes**, list the date of each check, and the name, address, and phone number of the person, facility, or government agency that conducted each check. Yes No
7. Have you ever requested a rehabilitation review with the Wisconsin Department of Health Services, a county department, a private child placing agency, school board, or DHS-designated tribe?
If **Yes**, list the review date and the review result. You may be asked to provide a copy of the review decision. Yes No

Read and initial the following statement.

I have completed and reviewed this form (F-82064, BID) and affirm that the information is true and correct as of today's date.

NAME – Person Completing This Form	Date Submitted
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DEPARTMENT OF HEALTH SERVICES
 Division of Medicaid Services
 F-00180C (07/2017)

STATE OF WISCONSIN
 42 CFR 431.107 & 42 CFR 438.602(b)

**WISCONSIN MEDICAID PROGRAM PROVIDER AGREEMENT AND
 ACKNOWLEDGEMENT OF TERMS OF PARTICIPATION
 FOR WAIVER SERVICE PROVIDER AGENCIES OR INDIVIDUALS**

Completion of this form is required under Federal Law by the Centers for Medicare & Medicaid Services, Department of Health and Human Services, under the Code of Federal Regulations 42 CFR 431.107.

Name of Provider (Typed or Printed—Must exactly match name used on all other documents)		Phone Number	
Address – Street	City	State	Zip Code

The above-referenced provider of home and community-based waiver services under Wisconsin's Medicaid program, hereinafter referred to as the provider, hereby agrees and acknowledges as follows:

1. To provide only the items or services authorized by the managed care organization or IRIS program.
2. To accept the payment issued by the managed care organization or IRIS program as payment in full for provided items or services.
3. To make no additional claims or charges for provided items or services.
4. To refund any overpayment to the managed care organization or IRIS program.
5. To keep any records necessary to disclose the extent of services provided consistent with the provider's business type.
6. To provide, upon request by the managed care organization, the IRIS program, or the Department of Health Services (DHS) or its designee, information regarding the items or services provided.
7. To comply with all other applicable federal and state laws, regulations, and policies relating to providing home and community-based waiver services under Wisconsin's Medicaid program including the caregiver background check law.
8. Medicaid Confidentiality Policies and Procedures: To maintain the confidentiality of all records or other information relating to each participant's status as a waiver participant and items or services the participant receives from the Provider.
9. To respect and comply with the waiver participant's right to refuse medication and treatment and other rights granted the participant under federal and state law.
10. Medicaid Fraud Prevention Policies and Procedures (including records retention): To keep records necessary to disclose the extent of services provided to waiver participants **for a period of ten (10) years** and to furnish upon request to the DHS, the federal Department of Health and Human Services, or the state Medicaid Fraud Control Unit, any information regarding services provided and payments claimed by the Provider for furnishing services under the Wisconsin Medicaid Program. This requirement includes retaining all records and documents according to the terms provided by Wis. Admin. Code § DHS 106.02(a)-(d); (f)-(g).
11. The provider agrees to comply with the disclosure requirements of 42 CFR Part 455, Subpart B, as now in effect or as may be amended. To meet those requirements and address real or potential conflict of interest that may influence service provision, among other things the provider shall furnish to the managed care organization and upon request, to the Department in writing:
 - a) The names and addresses of all vendors of drugs, medical supplies or transportation, or other providers in which it has a controlling interest or ownership;
 - b) The names and addresses of all persons who have a controlling interest in the provider;

DEPARTMENT OF HEALTH SERVICES

Division of Medicaid Services
F-00180C (07/2017)

STATE OF WISCONSIN

42 CFR 431.107 & 42 CFR 438.602(b)

- c) Whether any of the persons named in compliance with (a) and (b) above are related to any owner or to a person with a controlling interest as spouse, parent, child or sibling;
 - d) The names and addresses of any subcontractors who have had business transactions with the provider;
 - e) The identity of any person named in compliance with (a) and (b) above, who has been convicted of a criminal offense related to that person's involvement in any program under Medicare, Medicaid, or Title XX services programs since the inception of those programs.
12. To provide to the DHS identifying information, including name, specialty, date of birth, Social Security number, national provider identifier, (NPI) (if eligible for an NPI), Federal taxpayer identification number, and State license or certification for purposes of enrollment with the State Medicaid program.
13. To include its NPI (if eligible for an NPI) on all claims submitted under the Medicaid program.
14. To comply with the advance directives requirements specified in 42 CFR Part 489, Subpart I.

Modifications to this agreement cannot and will not be agreed to. Altering this agreement in any way voids the Department of Health Services' signature. This agreement is not transferable or assignable.

Name – Provider (Typed or Printed)

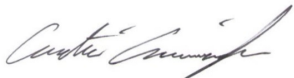
SIGNATURE – Provider

Date Signed

FOR DMS USE ONLY (DO NOT WRITE BELOW THIS LINE)

SIGNATURE – Department of Health Services

Date Signed



8/14/17

Vendor Information

Referral Processing Contacts

Please complete and return all forms as soon as possible to be sure you are paid/reimbursed timely.

Beth F.

Phone Extension: 1279

Email: beth.flansburg@lkichoice.com

Jenny J.

Phone Extension: 1219

Email: jennifer.jeidy@lkichoice.com

Jessica B.

Phone Extension: 1281

Email: jessica.brewer@lkichoice.com

Andrea O.

Phone Extension: 1280

Email: andrea.oppermann@lkichoice.com

Tricia H.

Phone Extension: 1250

Email: tricia.hummel@lkichoice.com

Kerrin M.

Phone Extension: 1234

Email: kerrin.meiter@lkichoice.com

Karen C.

Phone Extension: 1232

Email: karen.carver@lkichoice.com

Sara S.

Phone Extension: 1237

Email: sara.seitz@lkichoice.com

- **Please call with any questions regarding these forms or the process on how you will be paid/reimbursed.**

Note(s):

Main # **1-608-326-0434**
Toll Free Phone # **1-844-534-7225**
Toll Free Fax # **1-844-634-7225**
Email payroll@lkichoice.com

106 S Beaumont Road
Prairie du Chien, WI 53821
Website Portal: www.lkichoice.com

Payroll Contact

Your Payroll Specialist is marked below.

608-326-0434 or 844-534-7225

Brittany R. Phone Extension: 1224	Carrie L. Phone Extension: 1282
Jayne M. Phone Extension: 1205	Justina O. Phone Extension: 1264
Kasara S Phone Extension: 1266	Michelle C. Phone Extension: 1203
Melissa J. Phone Extension: 1265	Tammy H. Phone Extension: 1206
Nikki D. Phone Extension: 1238	Tessa R. Phone Extension: 1204
Stacy D. Phone Extension: 1286	

Reminders when completing timesheet:

- Work week and authorizations run from Sunday to Saturday.
- Must have an in and out time for each shift listed.
- Stay within your authorized hours, miles, or services. If unsure of your authorized hours or service code, please call your Payroll Specialist listed above.
- Write clearly and in dark blue or black ink only and enter only one shift per line.
- When working past midnight, start a new line for the new workday.
- Don't write over numbers already written on timesheet. If you make an error place a line through it, initial, and write clearly next to it or on a new line.
- Have the member/legal rep and employee sign off on the timesheet after all days of service have been worked for that pay period. Date the signatures for the same date as the signatures were written.
- Write the total number of hours and minutes worked on each individual timesheet.
- Check your correct Funding Source at the bottom of all timesheets. If unsure of Funding Source contact your Payroll Specialist.

Contact Information

Main phone number: **1-608-326-0434**

Toll-Free phone number: **1-844-534-7225**

Toll Free Fax number: **1-844-634-7225**

Payroll Email: payroll@lkichoice.com

Mailing Address: **106 S. Beaumont Rd, Prairie du Chien, WI 53821**



2024 Payroll Schedule

1. PAY PERIOD After you complete your last day of work for the pay period ...	2. TIMESHEET DUE DATE Ensure that your timesheet(s) are at the Prairie du Chien Office by the following date.	3. PAY DATE You will be paid on the following date via Direct Deposit.
12/16/2023 to 12/31/2023	01/04/2024	01/12/2024
01/01/2024 to 01/15/2024	01/19/2024	01/30/2024
01/16/2024 to 01/31/2024	02/05/2024	02/15/2024
02/01/2024 to 02/15/2024	02/20/2024	02/29/2024
02/16/2024 to 02/29/2024	03/05/2024	03/15/2024
03/01/2024 to 03/15/2024	03/20/2024	03/29/2024
03/16/2024 to 03/31/2024	04/04/2024	04/15/2024
04/01/2024 to 04/15/2024	04/19/2024	04/30/2024
04/16/2024 to 04/30/2024	05/06/2024	05/15/2024
05/01/2024 to 05/15/2024	05/20/2024	05/30/2024
05/16/2024 to 05/31/2024	06/05/2024	06/14/2024
06/01/2024 to 06/15/2024	06/18/2024	06/28/2024
06/16/2024 to 06/30/2024	07/03/2024	07/15/2024
07/01/2024 to 07/15/2024	07/19/2024	07/30/2024
07/16/2024 to 07/31/2024	08/05/2024	08/15/2024
08/01/2024 to 08/15/2024	08/20/2024	08/30/2024
08/16/2024 to 08/31/2024	09/04/2024	09/13/2024
09/01/2024 to 09/15/2024	09/19/2024	09/30/2024
09/16/2024 to 09/30/2024	10/04/2024	10/15/2024
10/01/2024 to 10/15/2024	10/18/2024	10/30/2024
10/16/2024 to 10/31/2024	11/05/2024	11/15/2024
11/01/2024 to 11/15/2024	11/19/2024	11/29/2024
11/16/2024 to 11/30/2024	12/04/2024	12/13/2024
12/01/2024 to 12/15/2024	12/19/2024	12/30/2024

LATE TIMESHEETS: Timesheets received *after* the date indicated in the column titled “Timesheet Due Date” will be processed in the next pay period. **No Exceptions.**

FORMS & SUBMISSION – Questions call 608-326-0434

- Forms are available on LKChoice website: www.lkchoice.com
- Faxing your timesheet: (844) 634-7225 – Must call 608-326-0434 to ensure fax is received.
- Mailing your timesheet: 106 S Beaumont Road, Prairie du Chien, WI 53821
- Emailing your timesheet: payroll@lkchoice.com



Participant Invoice

Member Name: _____ Member Phone Number: _____

Pay to:
Vendor Name: _____ Vendor Phone: _____

Vendor Address: _____

Services and supplies may only be paid up to the authorized amount.

Description of Purchases or Services: _____

Dates of Service or Purchases (If applicable please send receipts for purchases):

____/____/____ \$_____	____/____/____ \$_____
____/____/____ \$_____	____/____/____ \$_____
____/____/____ \$_____	____/____/____ \$_____
____/____/____ \$_____	____/____/____ \$_____
____/____/____ \$_____	____/____/____ \$_____
____/____/____ \$_____	____/____/____ \$_____

of units: _____ Unit Rate: \$_____ Total: \$_____

Approved: _____
Member Signature

Date: _____

Approved: _____
Vendor Signature

Date: _____

Please check your Funding Source:

- MyChoice/Care (MCW)
 Independent Care - iCare
 Inclusa
 Lakeland Care Inc
 Menominee ITOW
 CLTS County: _____
 Other: _____

It is your responsibility to verify that your completed and accurate check request has been received by LKiChoice once you submit via mail, fax, or email. Please call us at 1-844-534-7225 to verify your timesheet(s) has been received.

Participant Invoice

Member Name: _____ Member Phone Number: _____

Pay to:
Vendor Name: _____ Vendor Phone: _____

Vendor Address: _____

Services and supplies may only be paid up to the authorized amount.

Description of Purchases or Services: _____

Dates of Service or Purchases (If applicable please send receipts for purchases):

____/____/____ \$_____	____/____/____ \$_____
____/____/____ \$_____	____/____/____ \$_____
____/____/____ \$_____	____/____/____ \$_____
____/____/____ \$_____	____/____/____ \$_____
____/____/____ \$_____	____/____/____ \$_____
____/____/____ \$_____	____/____/____ \$_____

of units: _____ Unit Rate: \$_____ Total: \$_____

Approved: _____
Member Signature

Date: _____

Approved: _____
Vendor Signature

Date: _____

Please check your Funding Source:

- MyChoice/Care (MCW)
 Independent Care - iCare
 Inclusa
 Lakeland Care Inc
 Menominee ITOW
 CLTS County: _____
 Other: _____

It is your responsibility to verify that your completed and accurate check request has been received by LKiChoice once you submit via mail, fax, or email. Please call us at 1-844-534-7225 to verify your timesheet(s) has been received.