


## Fiscal Agent Employee Checklist for My Choice Wisconsin

| #  | Employee Start-up Forms   | When Required   |
|----|---|---|
| 1  | New Employee Set-up Form  | For all Employees   |
| 2  | Relationship Disclosure Form  | For all Employees   |
| 3  | IRS Form W-4 (current year)   | For all Employees   |
| 4  | IRS Form WT-4   | For all Employees   |
| 5  | Form I-9 Employment Eligibility Verification  | For all Employees<br>NOTE: Section 1 must be filled out by Employee, and Section 2 must be completed and signed by the Employer/Client. |
| 6  | Copy of Social Security Card  | Optional but recommended  |
| 7  | Wisconsin Medicaid Program Provider Agreement and Acknowledgment of Terms of Participation For Waiver Service Provider Agencies or Individuals (F-00180C) | For all Employees   |
| 8  | Background Information Disclosure Form (BID) for Entity Employees and Contractors (F-82064)   | For all Employees   |
| 9  | Employer/Client and Employee Agreement  | For all Employees   |
| 10 | Direct Deposit Authorization  | Optional  |

|  | Resources                   | How to Use  |
|--|-----------------------------|---|
|  | Employee Timesheet          | To record days and hours worked   |
|  | Sample Employee Timesheet   | For help completing Fiscal Agent Timesheet  |
|  | Employee Mileage Log        | To record transportation services provided  |
|  | Employee Status Change Form | Optional; not required for start up. Only needed if Employee needs to submit changes during or after the application process. |

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

To process the application, iLIFE must receive all documents listed above except numbers 6 and 10. Documents 6 and 10 are optional. To be processed, all submitted documents must be complete and signed.