

## **Welcome to Veridian** *We are happy to serve you!*

### **GET TO KNOW US**

Welcome to Veridian, we are happy to serve you! Veridian Fiscal Solutions is the Fiscal Agent for North Dakota's self-directed program. We process the enrollment paperwork, payments, and taxes on behalf of the participant. The participant or appointed representative is responsible for approving all services prior to Veridian issuing payment.

### **OUR COMMUNICATION PROMISE**

Veridian Fiscal Solutions is committed to responding to your questions within 24 hours.  
Business hours: Monday-Friday 8 a.m. to 5 p.m. Central Standard Time (excluding holidays)

**Phone** – 855-828-0775

**Email** – [NorthDakota@veridiancu.org](mailto:NorthDakota@veridiancu.org)

### **OUR CONTACT INFORMATION**

All forms and paper time sheets can be sent by email to Veridian Fiscal Solutions at [NorthDakota@veridiancu.org](mailto:NorthDakota@veridiancu.org). If email is not an option for you, please submit your documents in one of the following ways:

**Fax** – 855-828-0729

**Mailing address** – Veridian Fiscal Solutions  
P.O. Box 4502  
Waterloo, IA 50704

### **REQUIRED FORMS**

The documents included in this packet contain information about the program and required enrollment forms. These enrollment forms must be completed and approved for you to be paid with program funds. When completing the forms please remember the following to avoid processing delays.

When completing the forms please remember the following to avoid processing delays.

- ✓ We cannot accept an electronic signature
- ✓ Do not allow services to start without approval
- ✓ Make sure all highlighted areas are complete
- ✓ Only use black ink or type on the form
- ✓ Do not use pencil or gel pen

### **PAYMENT REQUESTS**

A payment request form is used when you need to pay a vendor or independent contractor for services, equipment, or supplies. When you complete a payment request form, you must include a detailed invoice or receipt. You can find a payment request form on our website at <https://www.veridianfiscalsolutions.org/nd/> under the Forms & Resources tab.

### **RECEIVING PAYMENT**

Vendors have the choice to be paid through electronic funds transfer or by a paper check. Veridian Fiscal Solutions highly encourages electronic funds transfer because the funds should be available on the payment date. If the vendor prefers a paper check, it will be mailed on the payment date. Veridian is not liable for delays caused by the U.S. Postal Service.

Anyone who receives payment by direct deposit transfer will receive pay statements online. Registration is required on our website at [veridianfiscalsolutions.org/nd/](https://www.veridianfiscalsolutions.org/nd/). You will need to click on WebTime entry and then Registration.



## Forms for Veridian Fiscal Solutions

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### Vendor Documents

- Form W-9
- Electronic Funds Transfer (Not a required form)

WE ARE SO HAPPY YOU ARE NOW A PART OF THE VERIDIAN FAMILY!  
WELCOME TO VERIDIAN!



# 2024 Payment schedule

All time worked and vendor invoices must be submitted no later than the 5th and the 20th of each All time worked and vendor invoices must be submitted no later than the 5th and the 20th of each month. This is to be processed with the 15th and end of the month payroll, respectively. Paper checks will be mailed on the pay date. Direct deposits will be posted to the recipient's account on the pay date. If the 15th or last date of the month fall on a weekend or a federal holiday, payroll will be issued on the prior business day. Veridian is not responsible for U.S. Postal Service delays.

## Overtime

Under the Fair Labor Standards Act, if an employee works more than 40 hours in the work week (Sunday through Saturday), hours in excess of 40 are considered overtime. Overtime hours are required to be paid at the rate of time and a half the employee's normal rate of pay.

An employee's overtime is calculated based on their hours worked per employer in a work week. If an employee works for multiple participants that are under the same employer in a work week, the hours will add up across participants with respect to calculating overtime.

For more information on overtime, please visit the Forms and Resources page on our website.

Time Period	Due to Veridian	Payment Date
January 1-15	01/20/2024	01/31/2024
January 16-31	02/05/2024	02/15/2024
February 1-15	02/20/2024	02/29/2024
February 16-28	03/05/2024	03/15/2024
March 1-15	03/20/2024	03/29/2024
March 16-31	04/05/2024	04/15/2024
April 1-15	04/20/2024	04/30/2024
April 16-30	05/05/2024	05/15/2024
May 1-15	05/20/2024	05/31/2024
May 16-31	06/05/2024	06/14/2024
June 1-15	06/20/2024	06/28/2024
June 16-30	07/05/2024	07/15/2024
July 1-15	07/20/2024	07/31/2024
July 16-31	08/05/2024	08/15/2024
August 1-15	08/20/2024	08/30/2024
August 16-31	09/05/2024	09/13/2024
September 1-15	09/20/2024	09/30/2024
September 16-30	10/05/2024	10/15/2024
October 1-15	10/20/2024	10/31/2024
October 16-31	11/05/2024	11/15/2024
November 1-15	11/20/2024	11/29/2024
November 16-30	12/05/2024	12/13/2024
December 1-15	12/20/2024	12/31/2024
December 16-31	01/05/2025	01/15/2025



# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type. See Specific Instructions on page 3.</b>	<b>1</b>	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	<b>2</b>	Business name/disregarded entity name, if different from above.		
	<b>3a</b>	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  <i>(Applies to accounts maintained outside the United States.)</i>	
	<b>3b</b>	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/>		
	<b>5</b>	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
	<b>6</b>	City, state, and ZIP code		
	<b>7</b>	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.

<b>Social security number</b>									
				-					
<b>or</b>									
<b>Employer identification number</b>									

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

## 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.

<b>Sign Here</b>	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](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

# Electronic funds transfer (EFT) information

You will receive a paper check until your account information is verified. After the verification is complete, your payments will be electronically deposited into your account.

## Vendor information

Vendor name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Participant information

Participant name: \_\_\_\_\_  
Participant ID #: \_\_\_\_\_

## Financial institution information

Financial institution name: \_\_\_\_\_  
Account type: \_\_\_\_\_ Checking \_\_\_\_\_ Savings  
Account number: \_\_\_\_\_  
Routing number: \_\_\_\_\_

I hereby authorize Veridian Fiscal Solutions to initiate electronic funds transfers and, if necessary, to direct the financial institution above to initiate debit entries or adjustments to correct any deposit errors to my checking or savings account at the financial institution. I understand this authorization will override any previous authorization and will remain in effect until the date Veridian Fiscal Solutions has received written or electronic notification from me of its termination in such time and in such manner as to afford Veridian Fiscal Solutions and the financial institution named above a reasonable opportunity to act on it. I understand that I must immediately notify Veridian Fiscal Solutions before I close the account listed above while this authorization is in effect.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach a voided check or deposit slip. With this, we have all the information we need to make a direct deposit into your account.

Please return this completed form and attachment to Veridian Fiscal Solutions by:

- 1) Email: [NorthDakota@Veridiancu.org](mailto:NorthDakota@Veridiancu.org)
- 2) Fax: 855-828-0729
- 3) Mail: P.O. Box 4502 Waterloo, IA 50704

ND\_02/24



## FACTS WHAT DOES VERIDIAN FISCAL SOLUTIONS DO WITH YOUR PERSONAL INFORMATION?

<b>Why?</b>	Financial companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.
<b>What?</b>	<p>The types of personal information we collect and share depend on the product or service you have with us. This information can include:</p> <ul style="list-style-type: none"> <li>- Social Security number and employment information</li> <li>- Checking and savings account information and transaction history</li> <li>- Account balances and income</li> </ul>
<b>How?</b>	All financial companies need to share members' personal information to run their everyday business. In the section below, we list the reasons financial companies can share their members' personal information; the reason Veridian Fiscal Solutions chooses to share; and whether you can limit this sharing.

Reasons we can share your personal information	Does Veridian Fiscal Solutions share?	Can you limit this sharing?
<b>For our everyday business purposes—</b> such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus	YES	NO
<b>For our marketing purposes—</b> to offer our products and services to you	YES	NO
<b>For joint marketing with other financial companies</b>	NO	We don't share
<b>For our affiliates' everyday business purposes—</b> information about your transactions and experiences	YES	NO
<b>For our affiliates' everyday business purposes—</b> information about your creditworthiness	NO	We don't share
<b>For our affiliates to market to you</b>	NO	We don't share
<b>For nonaffiliates to market to you</b>	NO	We don't share

<b>Questions?</b>	Call 1-855-828-0755 or go to <a href="http://veridianfiscalsolutions.org">veridianfiscalsolutions.org</a>
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Who we are	
Who is providing this notice?	Veridian Fiscal Solutions
What we do	
How does Veridian Fiscal Solutions protect my personal information?	To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings.
How does Veridian Fiscal Solutions collect my personal information?	<p>We collect your personal information, for example, when you</p> <ul style="list-style-type: none"> <li>▪ open an account or give us your contact information</li> <li>▪ show your government-issued ID or tell us where to send the money</li> <li>▪ provide account information</li> </ul> <p>We also collect your personal information from other companies.</p>
Why can't I limit all sharing?	<p>Federal law gives you the right to limit only</p> <ul style="list-style-type: none"> <li>▪ sharing for affiliates' everyday business purposes—information about your creditworthiness</li> <li>▪ affiliates from using your information to market to you</li> <li>▪ sharing for nonaffiliates to market to you</li> </ul> <p>State laws and individual companies may give you additional rights to limit sharing.</p>
Definitions	
<b>Affiliates</b>	<p>Companies related by common ownership or control. They can be financial and nonfinancial companies.</p> <ul style="list-style-type: none"> <li>▪ <i>Our affiliates include financial companies with a common corporate identity, such as Veridian Credit Union and Veridian Insurance.</i></li> </ul>
<b>Nonaffiliates</b>	<p>Companies not related by common ownership or control. They can be financial and nonfinancial companies.</p> <ul style="list-style-type: none"> <li>▪ <i>Veridian Fiscal Solutions does not share with nonaffiliates so they can market to you.</i></li> </ul>
<b>Joint marketing</b>	<p>A formal agreement between nonaffiliated financial companies that together market financial products or services to you.</p> <ul style="list-style-type: none"> <li>▪ <i>Veridian Fiscal Solutions doesn't jointly market.</i></li> </ul>