

# Vendor Welcome Packet

Welcome to the Veterans Directed Home and Community Based Services (VD-HCBS) program. Veridian Fiscal Solutions (VFS) is a Financial Management Organization that coordinates some of the payroll and tax responsibilities for the Veteran Employer/Authorized Representative and the employees they choose to hire. The documents included in this packet contain information about the program and the enrollment forms. These enrollment forms must be completed and approved for you to be paid through the Veteran Directed Home and Community Based Services Program.

## Forms

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

- ✓ Only use black ink or type on the form
- ✓ Do not use pencil or gel pens
- ✓ Make sure all highlighted areas are complete
- ✓ Do not provide services without prior approval

## Our Communication Promise

We are committed to responding to your questions within 48 hours. If you need immediate assistance, please call us at (866) 226-4692 or send us an email [veterans@veridiancu.org](mailto:veterans@veridiancu.org). Our business hours are Monday through Friday, 8am-5pm with the exception of holidays.

## Our Contact Information

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

- ✓ **Fax** - (319) 236-6785
- ✓ **Mailing address** –Veridian Fiscal Solutions. P.O. Box 4502 Waterloo, IA 50704

## Non-Payroll Reimbursements

A non-payroll reimbursement form is used to pay vendors. This service must be included in the Veteran's service plan and listed as an approved service on the budget. All payment requests must include a detailed invoice or receipt.

## Payments

All payments follow a payment schedule and will be issued on the 15<sup>th</sup> and the last day of each month (Payment dates are subject to change if they fall on a weekend or holiday). All payment requests can be submitted immediately following each time period but no later than the 5<sup>th</sup> and 20<sup>nd</sup> of each month. Payment requests should be submitted within 30 days of the date service was provided.

Vendors have the choice to be paid through electronic funds transfer (EFT) or by a paper check. We highly encourage EFT so funds are available to you on the payment date. If you prefer a paper check it will be mailed on the payment date. VFS will not be liable for delays caused by the US Postal Service.



## Payment Schedule

Time Period	Due to Veridian	Payment Date
January 1-15	01/22/2022	01/31/2022
January 16-31	02/07/2022	02/15/2022
February 1-15	02/22/2022	02/28/2022
February 16-28	03/07/2022	03/15/2022
March 1-15	03/22/2022	03/31/2022
March 16-31	04/07/2022	04/15/2022
April 1-15	04/22/2022	04/29/2022
April 16-30	05/07/2022	05/13/2022
May 1-15	05/22/2022	05/31/2022
May 16-31	06/07/2022	06/15/2022
June 1-15	06/22/2022	06/30/2022
June 16-30	07/07/2022	07/15/2022
July 1-15	07/22/2022	07/29/2022
July 16-31	08/07/2022	08/15/2022
August 1-15	08/22/2022	08/31/2022
August 16-31	09/07/2022	09/15/2022
September 1-15	09/22/2022	09/30/2022
September 16-30	10/07/2022	10/14/2022
October 1-15	10/22/2022	10/31/2022
October 16-31	11/07/2022	11/15/2022
November 1-15	11/22/2022	11/30/2022
November 16-30	12/07/2022	12/15/2022
December 1-15	12/22/2022	12/30/2022
December 16-31	01/07/2023	01/13/2023



# Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> 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 <b>not</b> 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) ► _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
	<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.

**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.

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

## 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>	<b>Signature of U.S. person ►</b>	<b>Date ►</b>

## 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).

## 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.*

# 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: \_\_\_\_\_

## Veteran information

Veteran name: \_\_\_\_\_  
Veteran ID: \_\_\_\_\_

## Financial institution information

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

Please attach a voided check or deposit slip in the box below. 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: [veterans@veridiancu.org](mailto:veterans@veridiancu.org)
- 2) Fax: 1-319-236-6785
- 3) Mail: P.O. Box 4502 Waterloo, IA 50704

## FACTS

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

#### Why?

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.

#### What?

The types of personal information we collect and share depend on the product or service you have with us. This information can include:

- Social Security number and employment information
- Checking and savings account information and transaction history
- Account balances and income

#### How?

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

#### Questions?

Call 1-855-828-0755 or go to [veridianfiscalsolutions.org](http://veridianfiscalsolutions.org)

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>