



MT SDEO PAYING VENDORS

Vendor Payments or Reimbursements

If your Individual Cost Plan includes the purchase of goods or services that are not employee wages, Acumen can make vendor payments and reimbursement payments on your behalf. For Vendor payments or reimbursement payments, fax or mail a copy of the receipt of payment or invoice (copy of the bill) along with a completed Request for Vendor Payment Form to Acumen. All Requests for Vendor Payment Forms must be signed by you and the case manager authorizing the payment. It is your responsibility to keep records (receipts/invoice) of any items or services that are paid.

Timeline for Reimbursement Payments

Reimbursement payments will be paid according to the same Pay Schedule included in this packet.

Vendor Requirements and Payment Process

All vendors must be checked against the List of Excluded Individuals/Entities (LEIE) prior to providing any service/work. The LEIE is a list of individuals/entities that have been excluded from participating in any health care program, which includes providing a service that is paid by Medicaid funds. To ensure that you are using a vendor that can be paid using Medicaid funds it is recommended that submit the W-9 and the Request for Vendor Approval before services are provided and follow the below process. If you choose to use a vendor without submitting the Request for Vendor Approval and W-9 and the vendor appears on the List of Excluded Individuals/Entities (LEIE) you will be responsible for paying the Vendor.

1. The IRS form W-9 and the Request for Vendor Approval must be completed by the vendor and submitted to Acumen by the employer, prior to the start of any service/work.
2. Acumen will check the vendor information against the LEIE and notify the employer through email or a phone call if the vendor can be hired.
3. The employer will submit the invoice and the Request for Vendor Payment for services that were provided or goods/supplies that were received. Acumen will re-check the vendor against the LEIE, and if the vendor is still not on the list, will provide payment.

What is Acumen's W-9 Policy?

Acumen requires W-9s for all non-employee payments. Non-employee payments include vendor payments and direct employer (reimbursement) payments. Payments will not be made unless Acumen Fiscal Agent has a completed W-9 on file. All vendor and non-employee payments will be reported on a 1099, regardless of amount. This includes reimbursement of mileage to non-employees.

Reimbursement and Payment Process

Employers can request reimbursement for purchases of approved items on the ICP or for employer related transportation costs. The IRS form W-9 must be completed by the employer. A W-9 will need to be received by Acumen prior to the first reimbursement payment.

Electronic Funds Transfer (EFT option)

Acumen offers an Electronic Funds Transfer (EFT) option for vendor or non-employee payments. Funds can be deposited electronically into the vendor's account on pay day according to the Payment Schedule. If the vendor would like to participate, please have them fill out the Electronic Funds Transfer Form. This form can be found on our website at www.acumenfiscalagent.com, choose your state and program. You can also contact our Customer Service Center to request this form.