

Request for Accrued Funds Payment Form



Participant Name	Participant ID #
Employer Name	

Payment Instructions

Make Check Payable To:	
Name	Is this payment to an Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	City/State/Zip

Enter information on the appropriate line below for payment from the Accrued Funds Balance.

- Accrued Funds Balance – Mileage, write in total miles X rate in the Description.
- Accrued Funds Balance – Bonus, write in the gross amount of the payment. Taxes will come out of this amount. Service date should be within pay period of pay cycle in which you wish to pay your Employee.
- Accrued Funds Balance – Training, use this code for Training/Supervision hours. Enter the number of hours and rate of pay in the Description.
- Accrued Funds Balance - Overtime, use this code for when you work your employees more than 40 hours in a workweek (Sunday - Saturday). Please feel free to use the Overtime Estimator Tool on the <https://www.acumenfiscalagent.com/north-carolina/> to calculate overtime for your employee(s).

Service Date	Service Code	Description	Total Amount
	Mileage		
	Bonus		
	Training		
	Overtime		
Total Check Amount			
Invoice Number (if applicable)			

Return this form to Acumen by email to payroll-nc@acumen2.net

REMINDER: Please be sure to check the amount remaining in your Accrued Funds balance. Acumen cannot pay more than is remaining.

By signing this form, I attest that services were delivered and received consistent with the Individualized Support Plan and I have rendered and/or approved the above payment request in accordance with the Program regulations. I understand that payment and satisfaction of this claim may be from Federal and State funds, and that I may be prosecuted under applicable Federal or State laws, for any false claims, statements or documents or concealment of a material fact. Any misuse of funds may result in being fined or penalized including but not limited to the repayment of claim. Collection costs or legal fees will be my responsibility. Furthermore, I understand that Acumen cannot pay any amount above the Accrued Funds Balance at the time of the request, so any additional funds owed to an individual will be my responsibility to pay as the Employer of Record (EOR).

EOR Signature

Acumen Fiscal Agent, LLC
 5416 E. Baseline Rd., Suite 200
 Mesa, AZ 85206
 Phone (866) 811-3099 Fax (855) 264-3292
 Payroll-nc@acumen2.net

Date