



# TX Vendor Payment Request Form

Participant Name	Participant Acumen ID #
Employer Name (if different)	Month/Year of Invoice

Please check if vendor is:  Agency  Independent Contractor  Online Vendor  
 Other Business, Professional or Service Provider  Reimbursement

### Payment Instructions

Make Check Payable To:	
Vendor FEIN or SS#	Vendor Name
Vendor Address	Vendor City/State/Zip
If online purchase ship to: Name:	Address:

Invoice/ Service Date	Service Code	Description (online purchases must include Item #, number of items, screenshot of item, color, and size)	Total Amount
<b>Total Check Amount</b> (must include shipping)			

**Return this form to Acumen by email, fax, or mail.  
 Include a copy of the receipt, invoice, or signed bid/estimate.**

By signing this form, I attest that services were delivered and received consistent with the Individual Service Plan and I have rendered and/or approved this 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 my repayment of claim.

\_\_\_\_\_  
 Participant or Representative's Signature

\_\_\_\_\_  
 Date

Acumen Fiscal Agent, LLC  
 5416 E. Baseline Rd., Suite 200  
 Mesa, AZ 85206  
 Phone: (866) 759-9542  
 Fax: (855) 264-3287  
[Payroll-TX@acumen2.net](mailto:Payroll-TX@acumen2.net)

**ACUMEN REQUIRES THAT ALL VENDORS RECEIVING/REQUESTING PAYMENT FOR APPROVED SERVICES PROVIDED OR REIMBURSEMENT OF APPROVED PURCHASES FOR THE PARTICIPANT, SUBMIT IRS FORM W-9. THIS FORM MUST BE RECEIVED BY ACUMEN PRIOR TO ANY PAYMENT. VENDORS CANNOT BE PAID IF THEY HAVE NOT BEEN APPROVED BY ACUMEN PRIOR TO SERVICES RENDERED, THEIR NAME SHOWS UP ON THE LIST OF EXCLUDED INDIVIDUALS AND ENTITIES (LEIE), OR SERVICES HAVE NOT BEEN APPROVED ON THE SERVICE PLAN.**

**1) Vendor Payments**

The employer can submit the vendor request form for an APPROVED vendor for services, along with completed Form 1749, vendor's invoice, and W-9. Acumen will issue a check made payable to the vendor. This check will then be mailed to address indicated on form.

**2) Online Order Requests**

The employer can submit the vendor request form for online orders of APPROVED items for employer support services (ESS) purchased on behalf of the participant. Request must include screenshots of shopping cart with item total or Amazon Wish List (Walmart/Amazon vendors only). Employer will receive E-gift card for the exact amount of request.

**3) Reimbursement Requests**

The employer can submit the vendor request form to request reimbursement for APPROVED purchased services or items for employer support services (ESS). Request must include paid invoice/receipt and W-9. Acumen will issue a check made payable to the employer and mailed to address indicated on form.

**Instructions for Employers to complete and submit the Texas Vendor Payment Request Form**

**1)** The Employer fills out the Texas Vendor Payment Request Form. Please note that vendor requests follow the same schedule as payroll and will be processed based on the Invoice/Service Date and when they are received.

**A) For services rendered,** the Employer attaches completed and signed (both vendor & employer) Form 1749, vendor's W9, and a copy of the itemized receipt(s) or invoice(s), the Employer signs the form, and submits this to Acumen.

**B) For requests for items to be purchased by Acumen on behalf the participant,** the Employer creates an online shopping cart through Walmart or an Amazon Wish List and submits screenshots of the items to be purchased along with the form. The Total Check Amount must include shipping and tax where applicable. The Employer then signs and submits the form to Acumen.

**C) For reimbursement,** the Employer submits their W9, a copy of the paid invoice/receipt, the Employer then signs the form and submits to Acumen.

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