

FISCAL EMPLOYER AGENT NEW EMPLOYER CHECKLIST

Welcome!

Please complete all the forms on the list below, including this New Employer Checklist. Send originals to Jean Gottwald, Fiscal Agent before the employee begins work.

Member Name	Managing Party Name (POA, Guardian)

Forms required for all New Employers:

The Member/Managing Party should date and initial each item as it is completed. The Member/Managing Party should keep a copy of each document and **send the originals to Jean Gottwald, Fiscal Agent.**

Initial	Date	Form
		New Employer Checklist
		Employer/Member Data Form
		Member Authorization
		Employer and Fiscal Employment Agency Agreement
		SS-4 Application for Employer Identification Number
		Form 2678 Employer / Payer Appointment of Agent
		Power of Attorney / Court Ordered Guardianship (if applicable)

I have reviewed and verified the above forms for completeness and all forms are readable. As the Member/Managing Party, I understand that services cannot be conducted by Jean Gottwald, Fiscal Agent until the above forms authorizing that designation are completed and returned.

Member or Managing Party Signature

Date