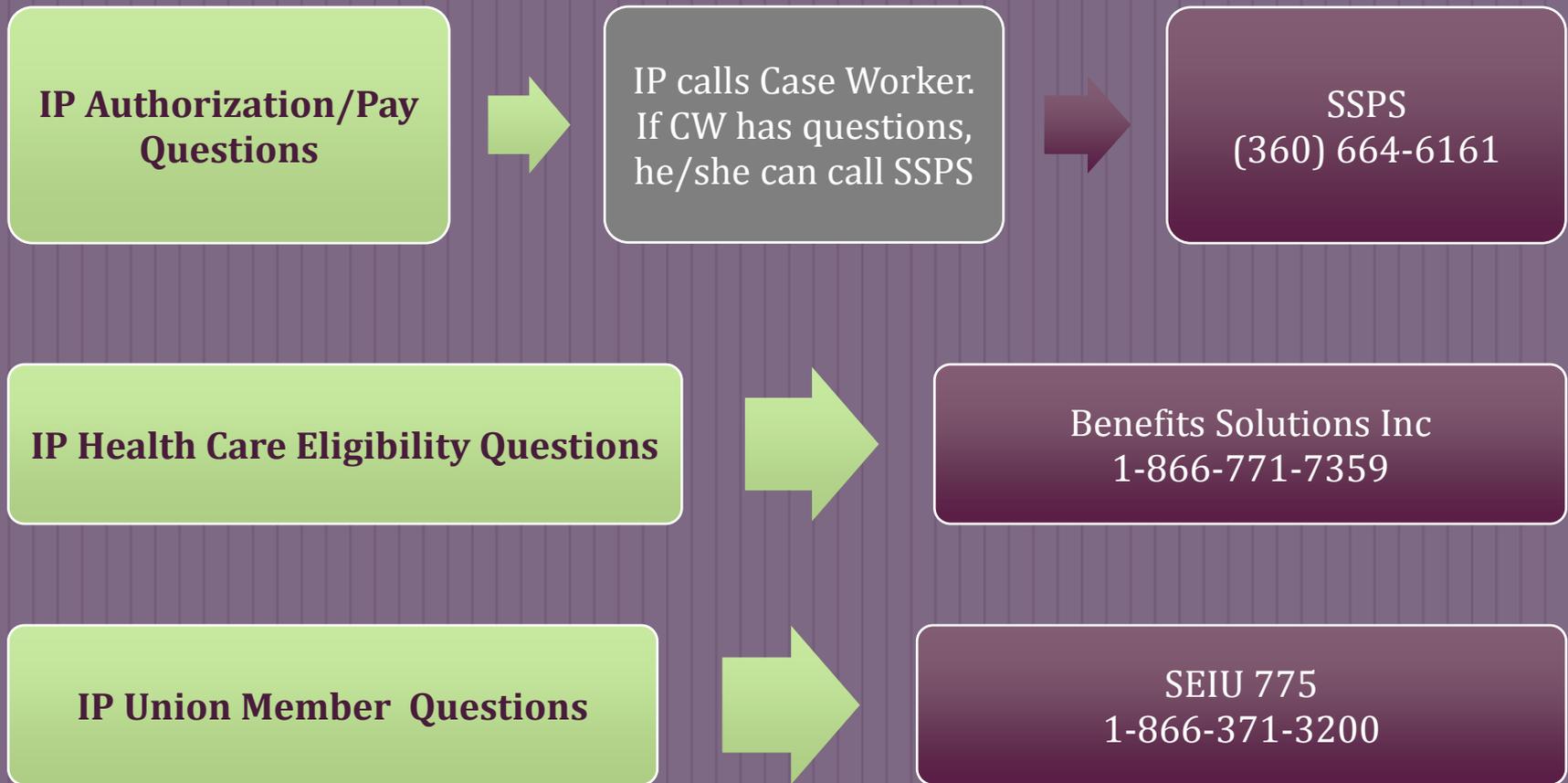


Individual Provider (IP) Call Diagram

Authorization, Healthcare, and Union Numbers



L&I and Federal Income Tax Numbers

IP Workers' Compensation
(L&I) Questions



**General questions:
Sedgwick 1-800-416-1890
To report an INJURY:
Sedgwick 1-866-897-0386**

To request
Federal Income Tax
be withheld from your
union services



**Complete a W-4 form and mail to:
SSPS Provider File Unit
PO Box 45346
Olympia WA 98504
(Information on where to get
the W-4 form on page 14)**

Federal Income
Tax Questions



**Internal Revenue Service
1-800-829-1040
or your tax consultant**

W2 and 1099 Information

Questions regarding
W2 and/or 1099 forms



Contact the DSHS Tax Desk:
Email: taxinfo@dshs.wa.gov
(Preferred)
Message Phone: (360) 664-5830
Please email when possible

To request a copy of
a W2 or a 1099



Contact the DSHS Tax Desk:
Email: taxinfo@dshs.wa.gov
(Preferred)
Message Phone: (360) 664-
5830
Please email when possible

Information
to include in each
request



Social Security/Employer Identification
Number
Provider Number
Provider Name
Current Address
Phone Number

IP Vacation Numbers

How many hours of vacation do I have available?



See most current remittance advice or invoice for hours available

What if I don't agree with my vacation hours?



**Contact SEIU 775
(866) 371-3200**

What if I don't agree with my cumulative career hours?



**Contact SEIU 775
(866) 371-3200**

Individual Provider (IP) Questions and Answers

IP Vacation Payment

Q: What happens if I forget to claim vacation hours on my current invoice?

A: You can claim those hours along with any you've earned on the following month - as long as you continue to provide a Union Covered Service (UCS).

Q: What happens if I didn't claim enough vacation?

A: You can claim additional vacation the following month.

Q: How is my vacation rate and hours determined?

A: Vacation pay rate is determined by UCS hours worked since July 1, 2005. Vacation hours are determined by UCS hours worked since July 1, 2006.

IP Vacation Invoicing

Q: Why do I have to claim zero on my invoice for vacation rather than leave it blank?

A: Leaving any invoice boxes blank will cause your invoice to be rejected and will delay your payment. Enter zero on your invoice for the vacation units and they will build up. Enter a number if you want to claim vacation hours.

Q: Why isn't vacation on the supplemental invoice?

A: Vacation is not on any supplemental invoice because it can only be claimed once per month.

IP Vacation Invoicing

Q: I mis-claimed on my invoice. Can I get my vacation balance back?

A: No. Once you have claimed vacation hours on your invoice, they cannot be added back.

Q: Do my vacation hours expire at the end of the calendar or fiscal year?

A: No. As long as you provide Union Covered Services (UCS), you will continue to earn vacation hours (up to the 80 hour maximum).

IP Vacation Balance

Q: How can I claim my remaining vacation hours if I stop providing services?

A: If you stop providing Union Covered Services, You will receive a final invoice for your vacation hours. Claim your remaining vacation hours from that invoice. Invoices are only good for 12 months. If you have not claimed your vacation balance within 12 months, your vacation hours will expire and you will not be able to claim them.

Q: If I start working with another client within 12 months, will I lose my previous vacation hours balance?

A: No. If you start working with a new or previous client within 12 months and have a balance of vacation hours, they will carry over with your new services.

IP Vacation Balance

Q: Why did my vacation balance go down when I didn't claim any vacation?

A: You may have had a payment cancelled or an overpayment written up for a previous payment resulting in less hours worked. This will affect your earned vacation hour balance.

Q: What happens to my vacation balance when I reach 80 hours?

A: If you have reached 80 hours of vacation and don't claim any of those hours, you will not accumulate any more hours above the 80 hour cap.

IP Cumulative Career Hours (CCH)

Q: Where can I see my total cumulative career hours (CCH)?

A: Your CCH will be on your Remittance Advice. Hours began adding up for Union Covered Service (UCS) you worked since July 1, 2005.

Q: Why did my cumulative career hours (CCH) decrease?

A: You may have had a payment cancelled or an overpayment written up for a previous payment resulting in less hours worked which could affect your earned CCH.

IP Cumulative Career Hours (CCH)

Q: Where can I find my current rate of pay for UCS?

A: Your current rate depends on the number of CCH for UCS you have accumulated. Your rate is listed on your most current invoice.

Q: Why did my rate decrease?

A: You may have had a payment cancelled or an overpayment written up for a previous payment resulting in less hours worked which could affect your earned CCH and your rate.

Q: If my rate is adjusted, will I have to pay back money I received at a higher rate?

A: Money you received for services you did not provide must be paid back. If your rate goes back to a lower rate, you will not have to return the difference in the rate for UCS you worked.

IP Hourly Rates

Q: When will I reach my next hourly rate increase?

A: The levels are determined by the number of UCS hours you claim. Currently, for every 2000 hours of UCS paid (up to 14,000), you get a rate increase.

Q: How will I get my next level increase?

A: Once you have worked enough hours to reach the next level, you will automatically be moved to the new rate.

Q: When will I get my increase?

A: You will get your increase as soon as you have worked enough UCS hours to move to the next rate. If you reach the next level mid-month, the system will automatically send you a 'make-up' payment later in the month for those hours that should have been paid at the higher rate.

Federal Income Tax (FIT) W₄

Q: Do I have a W4 on File?

A: Contact the SSPS Provider File Unit at (360) 664-5883 or email SSPS at: DSHSSSPSWeb@dshs.wa.gov.

Q: How do I start or change Withholding Tax?

A: Submit a completed W4 form to enroll or change your withholding. Mail that form to: SSPS Provider File Unit, PO Box 45346, Olympia, Washington 98504-5346. The form is available by calling the Provider File Unit at (360) 664-5883, emailing SSPS at DSHSSSPSWeb@dshs.wa.gov, at the SSPS website: <http://dshs.wa.gov/SSPS>, at the IRS website, www.irs.gov, or from your Union.

Q: How do I stop Withholding Tax?

A: Submit a completed W4-D form. To request the form, contact the SSPS Provider File Unit (see above). Once the form is completed, mail it to: SSPS Provider File Unit, PO Box 45346, Olympia, Washington 98504-5346.

FIT W₄ and Advance Earned Income Credit (AEIC)

Q: How do I request Additional Withholding ?

A: Submit a new W4 form that includes a request for Additional Withholding. Mail that form to SSPS Provider File Unit, PO Box 45346, Olympia, Washington 98504-5346.

Q: How do I start, change, or stop AEIC?

A: Submit a new W5 form requesting AEIC. You must also submit a W4 if you have not already done so. Mail the form to: SSPS Provider File Unit, PO Box 45346, Olympia, Washington 98504-5346.

Federal Income Tax (FIT) Calculations

Q: How is my Federal Income Tax (FIT) determined?

A: FIT is determined using IRS Tax Tables based on the number of allowances you declare, your filing status, and if you have requested Additional Withholding.

Q: Why was so much Federal Income Tax (FIT) deducted?

A: FIT deductions are made based on the information you provided on your W4 form. If you have questions about the amount of allowances you claimed and the effect they have on the amount of your deduction, please contact the IRS or your tax consultant.