

DeAnna Hartwig

Authorized Signature

Number: SPD-IM-06-005

Issue Date: 01/06/2006

Topic: Provider Information

Subject: W2s/1099s for SPD Providers

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County Mental Health Directors |
| <input checked="" type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input type="checkbox"/> | Children, Adults and Families | <input checked="" type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/> | County DD Program Managers | <input type="checkbox"/> | Other (please specify): |

Message:

W2s being mailed

The Client Employed Provider (CEP) W2s are being mailed by Thursday, January 12th.

Provider does not receive W2

We will not be printing replacement W2s until Monday, January 23rd. If the CEP has not received their W2 by then, they can call (503) 947-5138 for a replacement. Please make sure the address on the PRV8 screen is correct. For HCWs with an Oregon ACCESS (OA) record, correct the address on the OA provider address screen and this information will automatically update PRV8.

There is an error on the W2

If there is a reported error on a provider's W2 contact (503) 947-5346 for corrections.

1099s being mailed

1099s for the Community Based Care (CBC) providers that provide services outside their own home will be mailed by Friday, January 20th. Providers who provide services in their own homes do not receive 1099s but can request a statement of earnings.

Provider does not receive 1099 or wants a statement of earnings

If you have a provider requesting a 1099 or statement of earnings, they can call (503) 947-5138 after Monday, February 6th. Please make sure the address on the PRV8 screen is correct. If you need to make an address change, please use the CHX application Update form and email to the SDSDPRO@DHS.STATE.OR.US.

There is an error on the 1099

If there is a reported error on a provider's 1099 contact (503) 945-6741 for corrections.

If you have any questions about this information, contact:

Contact(s):	Shannan Willits		
Phone:	503-945-5836	Fax:	503-947-5357
E-mail:	Shannan.L.Willits@state.or.us		