

DeAnna Hartwig
Authorized Signature

Number: SPD-IM-10-094
Issue Date: 12/14/2010

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/1099s being mailed

The Client Employed Provider (CEP) W2s and the 1099s for the other CEP provider and the Community Based Care (CBC) providers will be mailed by January 31, 2011.

Provider does not receive W2/1099 or wants a statement of earnings

We will not be printing replacement W2s or 1099s until February 7, 2011. If the provider has not received their W2/1099 by then, they can call (503) 947-5138 for a replacement. Please make sure the address is correct. For HCWs, check the Oregon ACCESS (OA) record, correct the address on the OA provider address screen, if necessary, and this information will automatically update PRV8. For CBC providers, if you need to make an address change, please use a DHS 739F form and email to SPD.Providernumber@state.or.us.

There is an error on the W2

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

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 L Willits		
Phone:	503-945-5836	Fax:	503-947-5357
E-mail:	Shannan.l.willits@state.or.us		