

Please review the following items to verify you have successfully completed all of them before mailing your packet back to ACES\$. Any errors or omissions in your packet will result in the forms being returned to you for correction and a delay in processing your application.

Have you completed the following forms:

- Participant/Employer Appointment of Agent
- Service Agreement Between Participant and ACES\$
- SS-4 Application for Employer Identification Number (Please include copy of Employer Social Security card)
- Consumer EIN Authorization Form
- IRS Form 2678 Employer Appointment of Agent form
- IRS Form 8821
- Participant Grievance Policy/Procedure
- Mailing paychecks authorization
- Consent for Release of Professional Information Form
- Employer Worker's Compensation Acknowledgement form
- LE-10 Power of Attorney
- Employer Tax Exemption Checklist

-
- Personal Support Worker Application for Employment
 - Federal Form W-4
 - IL Form W-4
 - Employment Eligibility Verification Form
 - Acknowledgement of Employer Form
 - Parties to Agreement Form
 - Certification of Participant/Personal Support Worker Relationship Form
 - New Hire Reporting Form
 - Signed and Dated the Abuse and Neglect Policy
 - Agreement for Direct Deposit Form (If Applicable)
 - IL-W-5-NR Form (For out of state workers if applicable)
 - Authorization for background check (CANTS Child abuse and neglect – 72d Childrens Waiver)
 - IL Criminal Background Check
 - Medicare Waiver Program Provider form

Have you also:

- Signed and dated all forms that require you to do so?
- Read through and understand all information contained within the packet?
- Included with your completed packet a photocopy of your Drivers License and Social Security or another acceptable second form of identification listed on the Employment Eligibility Verification Form (Personal Support Worker Only)