



**KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
CONTRACT FOR BREAST AND CERVICAL SCREENING/DIAGNOSTIC SERVICES**

1. Parties to Contract –

- 1.1. Kansas Department of Health and Environment [KDHE]
- 1.2. _____ [PROVIDER]

The Parties agree to the following terms and conditions:

2. Purpose of Contract –

- 2.1. Facilitate access to and provide payment for KDHE Early Detection Works (EDW) breast and cervical cancer screening and diagnostic services to low income, uninsured/underinsured Kansas women.

3. Period of Contract –

- 3.1 This Contract is self-renewing and begins when signed by both parties and all required documents have been fully executed.

4. Compensation –

- 4.1. PROVIDER will receive the current Medicare reimbursement rate for the services on the Allowable CPT Codes list. Current rates are available from KDHE Early Detection Works (EDW) staff or may be found on the KDHE EDW website at www.kdheks.gov/edw.
- 4.2. Compensation is contingent upon KDHE’s receipt of Federal funds to provide breast and cervical cancer services.

5. Services and Duties to be Provided – PROVIDER shall:

- 5.1. Provide allowable breast and cervical services to women who have met eligibility requirements and who have received an enrollment number. This number must be referenced on all submissions to KDHE EDW. The enrollment number expires 6 months after it was issued.
- 5.2. Bill KDHE EDW only for breast and cervical services as detailed on the Provider Fee Schedule.
- 5.3. Refer only to other KDHE EDW contracted providers for allowable services not available onsite.
- 5.4. Offer all KDHE EDW clients an annual clinical breast examination and breast self-examination instruction.
- 5.5. Offer all approved KDHE EDW clients a mammogram (screening or diagnostic) as recommended by the client's PROVIDER. Screening mammography is defined as two views: craniocaudal and medial lateral oblique views of each breast.
- 5.6. Offer all approved KDHE EDW clients Pap tests based on current American Society for Colposcopy and Cervical Pathology (ASCCP) guidelines.
- 5.7. Ensure that all breast and cervical examinations are carried out by an MD, DO or delegated to a Physician Assistant, Nurse Practitioner, or Nurse Clinician.
- 5.8. Meet all Mammography Quality Standards Act (MQSA) guidelines. Results will be reported in language based upon the current American College of Radiology (ACR) lexicon.
- 5.9. Use Clinical Laboratory Improvement Act (CLIA) approved laboratories for interpretation of all laboratory tests. Pap test results will be reported using the current Bethesda system.
- 5.10. Provide the client with the results of all breast and cervical examinations within 14 days of receiving the test results. Facilitate diagnostic and follow-up care in an efficient manner with appropriate diagnostic tests completed within 60 days.

- 5.11. Obtain signed EDW Consents/Authorizations from each client for release of medical information in accordance with applicable state law. Consent/Authorization forms shall remain in the client's medical record.
- 5.12. Submit all payment requests to the KDHE EDW program within 30 days of services being provided. Payment requests shall be submitted using the EDW data system following training by KDHE EDW staff.
- 5.13. Submit claims to the client's insurance company for processing prior to submission of payment requests to KDHE EDW. Documentation of submission and payment or refusal (Explanation of Benefits) is required before KDHE EDW will process payment requests.
- 5.14. Submit KDHE EDW payment requests on behalf of other providers with whom they have negotiated an agreement for this purpose.
- 5.15. Acknowledge that as a condition of receiving federal funds, the PROVIDER or their fiscal agent(s) will not charge a KDHE EDW client for any services provided and covered by the KDHE EDW Program, nor refer any unpaid balance for the KDHE EDW covered services to a collection agency. This includes any such payments denied due to failure to submit payment requests per required timelines.
- 5.16. Notify KDHE EDW within 30 days of changes in EDW contact personnel.
- 5.17. Notify KDHE EDW of ownership changes and/or address changes within 30 days. A new W-9 from the new owner will be required. New owners agree to abide by the terms of the existing Contract until all previously provided KDHE EDW services have been paid.
- 5.18. Provide necessary information for the resolution of payment requests within 30 days. Payment requests involving resolution will not be considered complete until all issues have been resolved.
- 5.19. Keep EDW data system log-ins and passwords confidential to the user.
- 5.20. Provide information to KDHE EDW for quality assurance reviews and program evaluation to the extent necessary to satisfy federal and other grantor requirements.
- 5.21. Participate in scheduled site visits and required trainings to ensure the PROVIDER is in compliance with the terms of this Contract.
- 5.22. Assess the individual and household tobacco use status for women screened using KDHE EDW funding. Refer those who are tobacco users or who have tobacco users in their household to a tobacco cessation program. (A cessation program is available through KDHE. More information can be found at: <http://www.kdheks.gov/tobacco/cessation.html>). The CDC encourages health care providers to offer tobacco cessation information to all applicable patients and members of their household as a standard of practice, whether they are EDW clients or not.
- 5.23. Use appropriate safety measures, including physical and technical safeguards, and the technology, policy and procedures for its use, which reasonably protects the confidentiality, integrity and availability of data information and records obtained or maintained in the performance of this Contract.
- 5.24. Work to prevent the unauthorized access, use, disclosure, modification, destruction, or divulging in any other manner of the data, information and records obtained or maintained in the performance of this Contract, including personal client information received from recipients of services under this Contract, other than as provided for by this Contract or by applicable state and federal law. Any attempted or successful unauthorized access, use, disclosure, modification, or destruction, or divulging in any other manner of the data, information and records obtained or maintained in the performance of this Contract which PROVIDER becomes aware of shall be reported to KDHE.
- 5.25. Provide appropriate supervision and training to its employees and agents to ensure compliance with access to and confidentiality and use of data, information and records obtained or maintained in the performance of this Contract, including but not limited to:
 - a) Complying with the confidentiality and access provisions of this Contract and

- b) Protecting confidential data, software and equipment from unauthorized activities, including but not limited to unauthorized access, use, disclosure, modification, or destruction

6. DUTIES OF KDHE –

- 6.1. Pay the PROVIDER directly for breast and cervical cancer services as detailed on the Allowable Current Procedural Terminology (CPT) codes list and approved through KDHE EDW. Exceptions must be approved by KDHE EDW.
- 6.2. Provide training, technical assistance, trouble-shooting, and/or consultation to the PROVIDER upon request to help resolve issues with use of the data system, submission of payment requests, quality assurance and other aspects of the KDHE EDW program.

7. Binding Attachments -

- 7.1. Binding Appendices. The provisions found in Appendix A, (Contractual Provisions Attachment [Form DA-146a]), Appendix B, (Whistleblower and Non-Debarment Certification), Appendix C, (Agreement to Comply with the Policy Against Sexual Harassment, Discrimination, and Retaliation), and Appendix D, (Certification of Company Not Currently Engaged in a Boycott of Goods or Services from Israel) are hereby incorporated in this Contract and made a part hereof. Such provisions shall take precedence over any contrary provisions of this Contract.

8. Amendment –

- 8.1. The terms of this Contract may be amended upon written request of either Party and signed by both Parties, referencing this provision and detailing the changed terms.

9. Termination –

- 9.1. A Party may terminate this Contract upon providing the other party with 30 day written notice.
- 9.2. KDHE may terminate this Contract without advance notice upon non-performance of the duties under this Contract on the part of PROVIDER or as otherwise provided above.
- 9.3. This Contract is contingent upon the availability of Federal funds. In the event that such funds are exhausted or no longer available, this Contract may be terminated by KDHE upon 30 day notice in writing and without penalty.

THE PARTIES, through their duly authorized representatives, assent to the terms and conditions of this Contract and have executed it as of the date shown below.

KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT

By:

By:

 Janet Stanek
 Secretary

Printed Name _____

Title _____

Date

Date

CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the _____ day of _____, 20_____.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least thirty (30) days prior to the end of its current fiscal year and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001, *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111, *et seq.*) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101, *et seq.*) (ADA), and Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) Contractor agrees to comply with all applicable state and federal anti-discrimination laws and regulations; (g) Contractor agrees all hiring must be on the basis of individual merit and qualifications, and discrimination or harassment of persons for the reasons stated above is prohibited; and (h) if it is determined that the contractor has violated the provisions of any portion of this paragraph, such violation shall constitute a breach of contract and the contract may be canceled, terminated, or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.
6. **Acceptance of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority to Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility for Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101, *et seq.*
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

APPENDIX B
COMPLIANCE WITH THE
"PILOT PROGRAM FOR ENHANCEMENT OF CONTRACTOR EMPLOYEE WHISTLEBLOWER PROTECTIONS"

Congress has enacted a law, found at 41 U.S.C. 4712, encouraging employees to report fraud, waste, and abuse. This law applies to all employees working for contractors, grantees, subcontractors and subgrantees on federal grants and contracts [for the purpose of this document, "Recipient of Funds"]. The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) mandated a pilot program entitled, "PILOT PROGRAM FOR ENHANCEMENT OF CONTRACTOR EMPLOYEE WHISTLEBLOWER PROTECTIONS". 41 U.S.C. 4712 has been amended, enacting a permanent extension of the pilot program.

This program requires all grantees, their subgrantees and subcontractors to:

- Inform their employees working on any Federal award they are subject to the whistleblower rights and remedies of the pilot program;
- Inform their employees in writing of employee whistleblower protections under 41 U.S.C. 4712 in the predominant native language of the workforce; and,
- Contractors and grantees will include such requirements in any agreement made with a subcontractor or subgrantee.

Employees of a contractor, subcontractor, grantee [or subgrantee] may not be discharged, demoted, or otherwise discriminated against as reprisal for "whistleblowing." In addition, whistleblower protections cannot be waived by any agreement, policy, form or condition of employment.

Whistleblowing is defined as making a disclosure "that the employee reasonably believes is evidence of any of the following:

- Gross mismanagement of a federal contract or grant;
- A gross waste of federal funds;
- An abuse of authority relating to a federal contract or grant;
- A substantial and specific danger to public health or safety; or,
- A violation of law, rule, or regulation related to a federal contract or grant (including the competition for, or negotiation of, a contract or grant).

To qualify under the statute, the employee's disclosure must be made to:

- A Member of Congress or a representative of a Congressional committee;
- An Inspector General;
- The Government Accountability Office;
- A federal employee responsible for contract or grant oversight or management at the relevant agency;
- An official from the Department of Justice, or other law enforcement agency;
- A court or grand jury; or,
- A management official or other employee of the contractor, subcontractor, grantee, or subgrantee who has the responsibility to investigate, discover, or address misconduct.

The Recipient of Funds acknowledges that as a condition of receiving funds, it has complied with the terms of the "PILOT PROGRAM FOR ENHANCEMENT OF CONTRACTOR EMPLOYEE WHISTLEBLOWER PROTECTIONS", as amended, and has informed its employees in writing and in the predominant native language of the workforce, that by working on any Federal award, the employees are subject to the whistleblower rights and remedies.

NON-DEBARMENT CERTIFICATION AND WARRANTY

The Recipient of Funds acknowledges that KDHE is required to verify that any person or entity receiving funds has not been suspended, debarred or otherwise excluded from receiving federal funds. Verification may be accomplished by 1) checking the System for Award Management (SAM) at www.sam.gov; 2) obtaining a certification from the entity; or 3) by adding a clause or condition to the transaction.

The Recipient of Funds, as a condition of receiving funds, certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, or by any department or agency of the State of Kansas.

APPENDIX C

Policy Regarding Sexual Harassment

WHEREAS, sexual harassment and retaliation for sexual harassment claims are unacceptable forms of discrimination that must not be tolerated in the workplace; and

WHEREAS, state and federal employment discrimination laws prohibit sexual harassment and retaliation in the workplace; and

WHEREAS, officers and employees of the State of Kansas are entitled to working conditions that are free from sexual harassment, discrimination, and retaliation; and

WHEREAS, the Governor and all officers and employees of the State of Kansas should seek to foster a culture that does not tolerate sexual harassment, retaliation, and unlawful discrimination.

NOW THEREFORE, pursuant to the authority vested in me as Governor of the State of Kansas, I hereby order as follows:

- All Executive Branch department and agency heads shall have available, and shall regularly review and update at least every three years or more frequently as necessary, their sexual harassment, discrimination, and retaliation policies. Such policies shall include components for confidentiality and anonymous reporting, applicability to intern positions, and training policies.
- All Executive Branch department and agency heads shall ensure that their employees, interns, and contractors have been notified of the state’s policy against sexual harassment, discrimination, or retaliation, and shall further ensure that such persons are aware of the procedures for submitting a complaint of sexual harassment, discrimination, or retaliation, including an anonymous complaint.
- Executive Branch departments and agencies shall annually require training seminars regarding the policy against sexual harassment, discrimination, or retaliation. All employees shall complete their initial training session pursuant to this order by the end of the current fiscal year.
- Within ninety (90) days of this order, all Executive Branch employees, interns, and contractors under the jurisdiction of the Office of the Governor shall be provided a written copy of the policy against sexual harassment, discrimination, and retaliation, and they shall execute a document agreeing and acknowledging that they are aware of and will comply with the policy against sexual harassment, discrimination, and retaliation.
- Matters involving any elected official, department or agency head, or any appointee of the Governor may be investigated by independent legal counsel.
- The Office of the Governor will require annual mandatory training seminars for all staff, employees, and interns in the office regarding the policy against sexual harassment, discrimination, and retaliation, and shall maintain a record of attendance
- Allegations of sexual harassment, discrimination, or retaliation within the Office of the Governor will be investigated promptly, and violations of law or policy shall constitute grounds for disciplinary action, including dismissal.
- This Order is intended to supplement existing laws and regulations concerning sexual harassment and discrimination and shall not be interpreted to in any way diminish such laws and regulations. The Order provides conduct requirements for covered persons and is not intended to create any new right or benefit enforceable against the State of Kansas.
- Persons seeking to report violations of this Order, or guidance regarding the application or interpretation of this Order, may contact the Office of the Governor regarding such matters.

Agreement to Comply with the Policy Against Sexual Harassment, Discrimination and Retaliation.

I hereby acknowledge that I have received a copy of the State of Kansas Policy Against Sexual Harassment, Discrimination, and Retaliation established by Executive Order 18-04 and agree to comply with the provisions of this policy.

Signature _____ Date _____ Printed Name _____

APPENDIX D
CERTIFICATION OF COMPANY
NOT CURRENTLY ENGAGED IN A BOYCOTT OF GOODS or SERVICES FROM ISRAEL

In accordance with HB 2482, 2018 Legislative Session, the State of Kansas shall not enter into a contract with a Company to acquire or dispose of goods or services with an aggregate price of more than \$100,000, unless such Company submits a written certification that such Company is not currently engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the State.

As a Contractor entering into a contract with the State of Kansas, it is hereby certified that the Company listed below is not currently engaged in a boycott of Israel as set forth in HB 2482, 2018 Legislature.

Signature, Title of Contractor

Date

Printed

Name of Company

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

Instructions for completing this fillable PDF form

- Please complete this form using the latest version of Adobe Reader or Adobe Acrobat. Adobe Reader may be downloaded at no cost on the [Adobe website](#).
- Before completing the document, save the form to a location on your computer.
- Do not complete this form in your web browser – the data you enter will not be saved.
- Save a final version to your computer after completing the form.
- The pink submit button below will allow you to directly submit the form via email. This form will automatically attach to a new email when you click the Submit button.
- Please complete *all* fields before submitting this form.
- This form should only be submitted once per physical address (unless updating information).

Form Completed by _____

Date Completed _____

FOR OFFICE USE ONLY

Provider # _____

PROVIDER INFORMATION

Contracting Site Legal Name _____

Federal Employee ID (FEIN) _____

Physical Site Location _____

Address _____ City _____

State _____ ZIP _____ County _____

Send Checks to

Address _____ City _____

State _____ ZIP _____ County _____

The below contact fields will assist EDW staff with directing program communications to the proper channels at your organization. Please resubmit this form any time there is a personnel change in these positions.

PROVIDER CONTACTS

Contractual Contact

First Name _____

Address same as site address

Last Name _____

Address _____

Email _____

City _____

Phone _____

County _____

Fax _____

State _____ ZIP _____

Same as: Administrative Contact Account Manager Clinical Contact

Administrative Contact

First Name _____

Address same as site address

Last Name _____

Address _____

Email _____

City _____

Phone _____

County _____

Fax _____

State _____ ZIP _____

Same as: Account Manager Clinical Contact

Account Manager

First Name _____

Address same as site address

Last Name _____

Address _____

Email _____

City _____

Phone _____

County _____

Fax _____

State _____ ZIP _____

Same as: Clinical Contact

Clinical Contact

First Name _____

Address same as site address

Last Name _____

Address _____

Email _____

City _____

Phone _____

County _____

Fax _____

State _____ ZIP _____