PCG Public Partnerships
Public Focus. Proven Results. The Public Focus.

Phone: 1-888-419-7753 **TTY:** 1-800-360-5899

Paperwork Fax: 1-844-634-7304

Paperwork E-mail: Choices.tnecfdocuments@pcgus.com

Website: www.publicpartnerships.com

TennCare Employment and Community First CHOICES Member *Information* Packet

Dear Member:

This Information Packet contains instructional documents to help you fill out your Employer of Record Enrollment Packet. It also contains informational forms which will help you be a successful employer for the Providers you hire. In this packet you will find:

INFORMATION for Member:

- **Ø** TN Employment and Community First Payment Schedule
- **9** PPL Customer Service Contact Information
- **Ø** BetterOnline[™] Web Portal Registration Instructions
- **Ø** E-Timesheet Instructions

INSTRUCTIONS to help fill out your Employer of Record Enrollment Packet:

- **Ø** Instructions for IRS Form SS-4
- **②** Instructions for IRS Form 2678
- **Ø** Instructions for IRS Form 8821
- **Ø** Instructions for LB 0441
- **Ø** Instructions for LB 0927

If you have questions, please call PPL customer service at 1-888-419-7753.

Member *Instructions*

Please read through these Instructions while completing the *Required* forms.

Instructions for IRS Form SS-4

Instructions for IRS Form 2678

Instructions for IRS Form 8821

Instructions for Form LB 0441

Instructions for Form LB 0927



Instructions for IRS Form SS-4

What is the purpose of this form?

This form tells the IRS that you are going to be an employer and is used to obtain an Employer Identification Number (EIN) from the IRS. This EIN is used to identify an employer when filing employment tax returns and depositing employer withholding taxes to the IRS.

Why isn't my address listed on lines 4a and 4b

Lines 4a and 4b ask for the mailing address to be attached to this employer account. As your fiscal agent, PPL does not burden you with IRS paperwork. By establishing PPL's address as the mailing address on your employer account, PPL ensures that you will not receive IRS paperwork relating to this program at your home.

What fields need completed?

PPL pre-populates this form for your convenience. You only need to sign and

date the Signature and Date line at the bottom of the page.

Who needs to sign?

<u>ONLY</u> the Employer may sign this form. If the Employer requires a Guardian or Power of Attorney to sign on their, then documentation <u>must</u> be provided to PPL that shows proof of the Guardianship or Power of Attorney.

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Instructions for IRS Form 2678

What is the purpose of this form?

This form lets the IRS know that you give PPL permission to withhold taxes from your provider's paychecks and deposit taxes with the IRS. With this form, you delegate the employer tax responsibility to PPL.

If I appoint PPL as my agent with IRS Form 2678, what is PPL able to do?

IRS Form 2678 only allows PPL to withhold taxes from your provider's paychecks and deposit those taxes to the IRS. This form is only recognized by the IRS; other tax agencies do not recognize this form. The 2678 does not authorize us to perform any other tax responsibilities.

What fields need completed?

PPL pre-populates this form for your convenience. You only need to sign and date the Signature and Date fields near the bottom left of the page.

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What liability does PPL take on when I sign the IRS Form 2678?

IRS Form 2678 subjects PPL to all provisions of law, including penalties that the employer incurs. When you authorize PPL as your agent with IRS Form 2678, PPL is responsible *by law* for correctly representing you. PPL incurs any penalties for misfiling your employer taxes.

Who needs to sign?

<u>ONLY</u> the Employer may sign this form. If the Employer requires a Guardian or Power of Attorney to sign on their behalf, then documentation <u>must</u> be provided to PPL that shows proof of the Guardianship or Power of Attorney.



Instructions for IRS Form 8821

What is the purpose of this form?

This form allows PPL to discuss your employer withholding account with the IRS. It does not allow our representatives to sign any documents.

Will PPL be able to discuss my personal tax account with the IRS?

NO. Public Partnerships will only be able to discuss the employer tax forms listed in section 3b. PPL will never be able to be able to obtain any personal income tax information.

I make all decisions about my life. If I sign this form, what decisions can PPL make for me?

This form only lets PPL talk and write to the IRS. PPL cannot make decisions about your personal life.

What fields need completed?

PPL pre-populates this form for your convenience. You only need to sign and date the Signature and Date fields near the bottom left of the page.

Who needs to sign?

<u>ONLY</u> the Employer may sign this form. If the Employer requires a Guardian or Power of Attorney to sign on their behalf, then documentation <u>must</u> be provided to PPL that shows proof of the Guardianship or Power of Attorney.

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State of Tennessee Department of Labor and Workforce Development Report to Determine Status Application for Employer Number

What is it for?

Every new business that starts up in Tennessee is required to file Form LB-0441, Report to Determine Status Application for Employer Number, so that the Employment Security Division of the State of Tennessee Department of Labor and Workforce Development can determine whether or not the employer is subject to the state unemployment tax. This form is also used to obtain an Employer Account Number.

Will I have to pay for my employee's unemployment benefits?

No. Employer taxes are paid on you behalf by PPL with funds that support the CHOICES consumer direction program.

Some lines are already filled out – is this ok?

Yes. PPL was able to complete these, and it will save you time and work. Some information, however, only you know. Please complete all of these sections and sign the form.

TEMPESSEE DEPARTMENT OF LABOR AND WORKFORGE DE VE REPORT TO DETERMINE STATUS APPLICATION FOR EMPLOYER NUMBER E-MAIL ADDRESS: Em organization a Staff Leasing Company? orspany? UYES XONO arres of Corner, Partners, Corporate Office mitted Liability Company Martines Is your organization a client of a Staff Leasing Company? 3. CHECK (2) FORM OF ORGANIZATION 4. Name of Or DARTHERSHP CORPORATION LIMITED LIABILITY COMPANY LIMITED PARTHERSHP OTHER 5. Name of person responsible for payroll records Public Partnerships, LLC 7. PEGULAR BUSHESSENPLCYMENT (SERARATE REPORTS MUST BE FILED FOR EACHCALENDAR CUARTER INVANCH WIGGES WERE FAD) A. Have you employed or do you expect to employ at least one worker in teerny different calendar weeks claring a calendar year? YES □ NO □ B. Have you had or do you expect to have a quarterly payroll of \$1,500 or mor If Yes, give earliest quarter and year this occurred (will occur). OUARTER_ YEAR. a. HOUSEHOLD BARLOYMENT (SERARATE REPORTS MUST BE FILED FOR EACH CALENDAR QUARTER IN WARCH WAGES WERE PAID) A. Have you had or do you expect to have a \$1,000 quarterly payrol for domestic services? YES NO□ If Yes, give earliest quarter and year this occurred (veil occur). QUARTER 1 YEAR 2007 • ACHICULTURAL EMPLOYMENT (SERARATE REPORTS MUST BE FILED FOR EACH CALENDAR QUARTER IN WHICH WACES WERE PAD) A. Here you employed or do you expect to employ at least tenior none workers in some part of a day interrety cities YES | ROO | Tive, give earliest north and year his occurred (et a coord), MORTH | Believe you had or do you expect to have a quarterly payred of \$20,000 or more? YES | NO | If YEAR | YEAR YEAR any one of the questions SD, 7, 8, 9, or 10F, you are liable for uners Tide Household Employer Tide Household Employer Date | December of the companion | Date | December of the companion | December of the compan

NEED HELP? CALL TOLL FREE AT 1-888-419-7753



State of Tennessee, Department of Labor and Workforce Development Declaration of Representative

What is it for?

The Form LB-0927 Declaration of Representative is very similar to the IRS 2848 Power of Attorney, except LB-0927 is for the Tennessee Department of Labor and Workforce Development. This form tells the Department of Labor and Workforce Development that you authorize PPL to represent you in matters concerning state unemployment insurance. It also indicates to the Department of Labor and Workforce Development to send all mailings related to unemployment insurance to PPL.

Will PPL be able to get information about my personal income taxes now?

No. This form does NOT allow PPL representatives to obtain any personal income tax information or sign for any personal income tax matters.



How long will this Declaration of Representative be in effect?

The authority granted by this Declaration of Representative will last four years. After four years, the representative listed on the form will not be able to sign for you without you first signing another form like this one.

What sections do I complete?

PPL has completed most information for you. You only need to sign and date the bottom of the form.

