

Paying Vendors: What you need to know about Vendors

Vendor Payments:

Acumen will make Vendor payments on your behalf for Vendor approved services under NOW/COMP. Complete the Request for Vendor Payment Form and email, fax or mail the form with a copy of a voided receipt or a copy of the bill you wish to be paid. Check with your funding source to find out what Vendors can be reimbursed.

Form W-9:

A completed Form W-9 must be submitted to Acumen prior to any Vendor or non-employee payments. Non-employee payments include payments to a Vendor and all other third-party payments. Please consult with your Vendor to have them fill this form out. The form can be found on the Acumen website with your other program forms at www.acumenfiscalagent.com, choose your state, and then find your program. The form can also be found at www.irs.gov/pub/irs-pdf/fw9.pdf.

Please note all Vendor and non-employee payments are subject to 1099 tax reporting.

Timeline for Vendor Payments:

Completed Request for Vendor Payment Forms will be paid according to the Payment Schedule available on the Acumen website with your other program forms.

Electronic Funds Transfer (EFT option):

Acumen offers an Electronic Funds Transfer (EFT) option for Vendor or non-employee payments. Funds can be deposited electronically into the Vendor's account on pay day according to the Payment Schedule. If the Vendor would like to participate, please have them fill out the Electronic Funds Transfer Form. This form can be found on our website at www.acumenfiscalagent.com, choose your state, and then locate your program. You can also contact our Customer Service Center to request this form.

ALL VENDORS and NON-EMPLOYEES MUST SUBMIT A FORM W-9 TO RECEIVE PAYMENT.

Steps for submitting Specialized Medical (SMS) invoices for Vendor Processing for NOW/COMP:

- 1) Once the Good to Go letter is received, you can submit an invoice from the SMS Vendor to Acumen's Vendor Processing team for payment. (Employers will need to verify the SMS Vendor is already in DCI, if not, see below.)
- 2) Each invoice should include a Vendor Request Payment Form (available on the Acumen website). <https://www.acumenfiscalagent.com/state/georgia/>
- 3) These can be emailed to Vendor-ga@acumen2.net for payment in accordance with the Payment Schedule also available on the website.

- 4) If you wish to order from Walmart or Amazon, you may do so. The process is the same, put the appropriate items in the "digital" shopping cart, print to PDF and send it in as an invoice with the Request for Vendor Payment Form to Vendor Processing.
- 5) Once processed, the Employer (email in DCI) will receive an e-gift card to complete the purchase.
- 6) After the purchase is made, the Employer will need to send the receipts to DBHDD at participant.direction@dbhdd.ga.gov for tracking as required by policy.

How to use a Vendor for CAI/CAG or other NOW/COMP Vendor Services:

- 1) Confirm Vendor is already in Acumen's system (DCI) by emailing the Vendor Processing team at Vendor-ga@acumen2.net.
- 2) If the Vendor is confirmed, and you have received your Good to Go, submit a Request for Vendor Payment Form (located on the Acumen website) with an invoice from the Vendor. (Each invoice should include the Vendor information, the service code, dates of service, cost, etc.)
*****service codes/abbreviations are also found on the Acumen website*****
- 3) These can be emailed to Vendor-ga@acumen2.net for payment in accordance with the Payment Schedule also available on the Acumen website.
- 4) If your Vendor is not already in the system, please have your Vendor complete the W9 and EFT forms available on the Acumen website and submit them to Vendor Processing at Vendor-ga@acumen2.net to be added to our system.

Which services are approved for Vendors:

- 1) Community Access Individual/Group = CAI/CAG
- 2) Transportation – TET
- 3) Environmental Accessibility Adaptation = EAA
- 4) Individual Goods and Services – GNS
- 5) Physical Therapy – PTT
- 6) Occupational Therapy – OTT
- 7) Speech-Language Therapy – SLT
- 8) Vehicle Adaptation – VAS
- 9) Behavioral Supports Services – BSS 1/2 (NOW only)
- 10) Specialized Medical Supplies – SMS
- 11) Specialized Medical Equipment - SME