



JB Pritzker, Governor

Dulce M. Quintero, Secretary Designate

100 South Grand Avenue, East • Springfield, Illinois 62762
401 South Clinton Street • Chicago, Illinois 60607

Provider Information Notice

TO: Early Intervention Providers

FROM: Benjamin Delgado, Jr., Chief
Bureau of Early Intervention

DATE: November 03, 2023

RE: Provider Incentive Payment W-9 process

We want to keep you informed about the next steps in the Incentive Payment Process. This notice provides information, regarding checking your certification status and the completion of a W9 form for those who are eligible for incentive payments but have not historically received their own Early Intervention (EI) payments from the Illinois Office of Comptroller (IOC).

What's New?

In the [October 27, 2023 Provider Information Notice \(PIN\) Incentive Payment Update](#), we reported that we were working to establish a direct payment system to individuals rather than payee entities and introduced the requirement for individuals falling into the aforementioned category to complete and submit a W9 form. This includes service coordinators, EI therapy assistants, and providers who work through agencies, and therefore have never submitted direct billing to EI. We are now ready to begin this process of certifying your status and collecting W9 forms, if needed. The following outlines the steps you must take to certify or complete a W9 by close of business on **November 17, 2023**.

Check your certification status at the IOC:

1. Visit <https://illinoiscomptroller.gov/vendor-services/vendor-payments-new>
2. Navigate to the 'Vendor Payments' section.
3. Enter your Social Security Number in the 'Vendor TIN:' field and your name in the 'Vendor Name' field.
4. Upon submission, you'll be directed to the 'Vendor Warrant List'. Click on the 'Vendor Summary' icon, which will display your vendor status. [Screenshot Below for Reference]

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VENDOR SUMMARY



Vendor Status: Certified

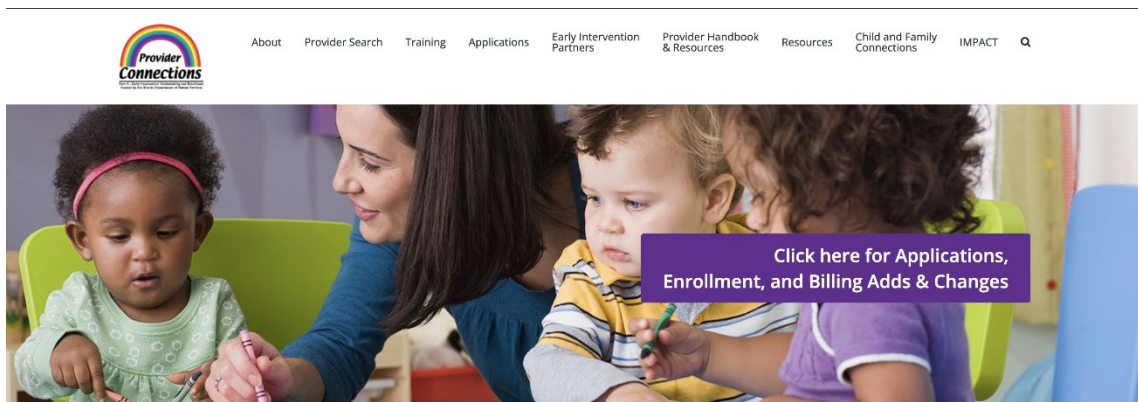
Fiscal Year 2024 Payment Information

To view payment/contract information from FY 2023, be sure to select it from the drop down on the next screen. Thank you.

Contracts


(No contract information was found for the current Fiscal Year.)

5. If your status does not display **certified** as show above, it's important to complete the online W-9 form available at the top of the Provider Connections website by going to www.providerconnections.org [Attached Screenshot of W-9 Form Location]



Important Information Regarding Incentive Payments

Providers who are not enrolled with their Social Security Numbers must complete a W-9 Form. The deadline for this is November 17, 2023.

 [Click here for the link for the W-9 Form](#)
The W-9 requires the Zip +4. [Click here to the link for Zip +4.](#)



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6. Please make sure to follow the instructions in each field of the online W9 form when completing the form. Important tips: Make sure to have your most recent personal income tax return to reference how your name appears on your return. Make sure to have your 4-digit zip code extension. A [link for finding your 4-digit zip code extension](#) has been provided in the Incentive Payment Section at the top of the provider connections website.

Important Deadline

The deadline for completing the W9 form is close of business on **November 17, 2023**. It's crucial that you submit this form on time to ensure receipt of your incentive payment.

We will provide the field with another provider information notice update notifying them prior to the incentive payment being issued. Thank you for your dedication to the Illinois Early Intervention Program. We appreciate your continued partnership in providing critical services to children and families.