PROVIDER CONNECTIONS

BECOMING AN INDIVIDUAL/SOLE PROPRIETOR

FROM EMPLOYMENT TO OPERATING AS A BUSINESS OWNER

HOW TO PROCEED WITH ENROLLMENT

Use our IMPACT Enrollment Guidelines to:

- Certify a W-9 with the Illinois Office of the Comptroller
  - This process may take up to three weeks to complete.
- Have IMPACT update Enrollment to Reflect "Individual/Sole Proprietor"
  - Accuracy is important, as errors may cause delays. For assistance, contact IMPACT at 877-634-8540.
- Submit an Updated EI Matrix Form and Payee Agreement to Provider Connections
  - These documents may be sent via fax or mail.

PROVIDER CONNECTIONS SUPPORT FOR INDIVIDUAL SOLE PROPRIETOR ENROLLMENT

Provider Connections does not provide business or legal advice. We recommend consulting with your accountant or attorney to determine the best business structure for your needs.

For additional resources, please click the underlined text below:

Attend New to EI Forum
Use the Provider Handbook
CBO insurance and billing Unit
EI Systems of Support
Illinois Small Business Development Centers

IMPORTANT CONSIDERATIONS FOR INDIVIDUAL/SOLE PROPRIETORS

Legal Agreements:

- You agree to the duties and expectations outlined in the Payee Agreement, which must be kept on file.
- Determine your business structure (LLC, S-Corp, C-Corp, etc.).

Billing:

- Update your IMPACT enrollment to reflect "Individual Sole Proprietor."
- Enroll with the Central Billing Office.
- Manage all billing directly with the State of Illinois.
- Note: If you do not receive authorizations or bill for more than 12 consecutive months, you may be inactivated from the Early Intervention (EI) Provider System.

Income:

- Income is managed by you and depends on hours worked and timely billing with the state.

Taxes:

- You are responsible for paying your own taxes.

Confidentiality and Privacy Practices:

- Ensure compliance with HIPAA and FERPA regulations.

Liability/Malpractice Insurance:

- Obtain appropriate coverage for your business.

Benefits:

- Benefits are non-traditional and determined by your business.

CONTACT INFORMATION

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