



**Dear Employer,**

Below is a list of items you will need for enrollment. Please review this list and be sure you have these items readily available when completing your enrollment documents.

**What You'll Need for Enrollment:**

As you prepare to transition to Acumen Fiscal Agent, please have the following information ready when it's time to enroll:

- **Veteran's full name, date of birth, and Social Security Number**
- **Current physical and mailing address** (no P.O. boxes for the physical address)
- **Contact information** (email and phone number)
- **Primary language and gender**
- **Veteran Care Specialist/Case Manager's name, phone number, and email address** (The EES system will already have this information preloaded. Do not change).

**For Employers (TX AACOG the Client and Employer are the same person):**

- Full name, date of birth, Social Security Number, and any other names/aliases used
- Current address, contact info
- Federal Employer Identification Number (EIN) **(The EES system will already have this information preloaded. Do not change).**

**For Employees:**

- Full name, date of birth, Social Security Number, and any other names/aliases used
- Physical and mailing address
- Contact info (email and phone)
- Citizenship status and relationship to the employer
- Employment details including services provided, hourly **wage**, and expected start date
- W4 filing status and withholdings information
- Whether the employee lives with the veteran

**Required Forms & Attachments:**

- I-9 supporting documents
- Employee will need a copy of Voided Check or Bank Letter for Direct Deposit