

## 1099 Forms – Verification of Mailing Addresses

### Attention All Billing Providers

**Reminder! 1099 Forms will be mailed to providers in early 2024 to the provider's mailing address that was entered on their W-9 Form.**

When a 1099 Form is returned to the State Auditor's Office as undeliverable, the provider's Wyoming Medicaid payments will be placed "on hold" until a new W-9 Form is completed with the correct mailing address (P.O. Box, is acceptable) and returned to Medicaid's provider enrollment vendor, HHS Tech Group, to process. Updated W-9 Forms can be emailed to [wyenrollmentsvcs@hhstechgroup.com](mailto:wyenrollmentsvcs@hhstechgroup.com) or mailed to HHS Tech Group at 2515 Warren Ave. Ste. 503, Cheyenne, WY 82001.

**All providers are encouraged to submit a new W-9 Form if there has been any change in address in the year of 2023.** In addition, it is recommended to log into the HHS Tech Group provider portal <https://wyoming.dyp.cloud>, navigate to the Provider Data tab and verify all addresses, phone numbers and emails in each section to ensure they are up to date. Any updates must be made by completing/submitting a Change of Circumstance or CoC. The current version of the W-9 Form can be found at <https://sao.wyo.gov/vendors/>.

**IMPORTANT! Wyoming Medicaid must be able to reach you, the provider, via email and phone.**

- While providers are reviewing addresses, they should also validate and update their email addresses to ensure at minimum that one (1) email address is for an employee or group email account within the actual provider's office/facility. Wyoming Medicaid communicates to providers via email and their provider enrollment status may be updated to "inactive" when emails bounce OR when emails are only directed to their vendors.
- In addition, providers must have a contact phone number for their physical location. Remember that providers are responsible for managing their vendors and ensuring they are following the most current Medicaid policies and billing requirements. Wyoming Medicaid and Acentra Health (Fiscal Agent) must be able to speak with the provider offices at any time.

**Note:** The provider record with HHS Tech Group must be reviewed and kept updated to avoid delays in Medicaid payment.

### Deployment Information

**Deployment Date:** December 7, 2023

**Audiences:** All Providers