



# Florida Association of Centers for Independent Living James Patrick – Personal Attendant Services Program Payment Request Form

All documentation is due by the 10<sup>th</sup> of the month following the month services are received. For all requests received by 5pm on the 10<sup>th</sup> of the month will receive their funds by the 20<sup>th</sup>. Requests received after 5pm on the 10<sup>th</sup> of the month will receive their payment by the 20<sup>th</sup> of the next month.

Participants Name: \_\_\_\_\_

Month Services Provided: \_\_\_\_\_ Year: \_\_\_\_\_

Pay Me – Participants who select this option for reimbursement are responsible for complying with all applicable federal and state employment laws and for filing all necessary federal income tax employment forms pertaining to their PCA. Participants will not receive a 1099 form as it is declared a reimbursement and not an income.

Mail at no charge to the following address in the amount of \$ \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Zip: \_\_\_\_\_

Direct Deposit into my account \$ \_\_\_\_\_ - \$3 fee = \$ \_\_\_\_\_  
*Bank information must already be on file with FACIL*

I have attached:

- Cancelled checks written to my PCA totaling the amount requested or above
- PCA Timesheets completed with dates, name, hourly rate, and signed by you.

Pay My PCA - The PCA must have a FACIL background check, FACIL PCA Contract, and a PCA Workman's Compensation Waiver on file at FACIL. A 1099 will be provided at the End of the Year to the PCA for filing taxes.

Total Hours: \_\_\_\_\_ @ \$ \_\_\_\_\_/hr = \$ \_\_\_\_\_ - \$12 fee = \$ \_\_\_\_\_  
*PCA Timesheets completed with dates, name, hours, hourly rate, and signed by you attached.*

PCA Name: \_\_\_\_\_  
PCA Address: \_\_\_\_\_  
PCA City, Zip: \_\_\_\_\_

I received the following this month:  SSI/SSDI  Unemployment Compensation  None

I attest the above information is true and correct.

\_\_\_\_\_  
Signature Date

Participants may submit their form and documentation via the following:

Mail to:	Fax to:	Email to:
325 John Knox Rd, Bldg C, Ste 132, Tallahassee, FL 32303	850-575-6093	facil@earthlink.net
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