

KS WORK AETNA PA/Employee Checklist

BEFORE you can perform services, the KS WORK program, through Public Partnerships needs your properly completed forms from this packet.

Please complete and submit the following **required forms** to the KS WORK program, through Public Partnerships **immediately**:

- **Employee Information and Attestation Form:** This document collects the necessary background information used to set up an individual as a Personal Assistant (PA).
- **USCIS Form I-9 – Employment Eligibility Verification:** This form is used to confirm your immigration and US citizenship information. Your employer will verify your identity by signing section 2 of this form.
- **Form W-4 – IRS Employee’s Withholding Allowance Certificate:** This form is used to calculate your federal tax withholding.
- **Form K-4 – Kansas Department of Revenue Employee’s Withholding Allowance Certificate:** This form is used to calculate your state income tax withholding.
- **Criminal Background Check Application, Adult Abuse, Neglect, Exploitation Central Registry Release of Information and KS Child Abuse & Neglect Central Registry Release of Information:** The KS WORK program is required to conduct criminal background checks on all employees. By signing these forms, the PA gives the KS WORK program, through Public Partnerships consent to conduct the background checks, and to share the results with the employer, AETNA, and to others as permitted by AETNA.

The following form is **optional**:

- **Direct Deposit:** This form will establish direct deposit of your paycheck with the KS WORK program, through Public Partnerships. You can use direct deposit with a checking account, savings account, or debit card.

All required forms must be signed and returned to the KS WORK program, through Public Partnerships

If you have any questions, please call PPL at 1-833-549-5673.

Where to send forms:

Fax*
1-855-319-9305

Email*
pplksaetna@pcgus.com

Mail
KS WORK AETNA
Public Partnerships LLC
One Cabot Road, Ste. 102
Medford, MA 02155

***FOR FASTEST PROCESSING, EMAIL OR FAX FORMS**