

Public Partnerships, LLC (PPL)  
South Carolina Financial Management Services

1 Cabot Road; Suite 102  
Medford, MA 02155



## Employer Information Packet For New Employers

### **SOUTH CAROLINA FINANCIAL MANAGEMENT SERVICES**

Dear Participant/Employer:

Public Partnerships, LLC (PPL) is pleased to serve as your Financial Management Services (FMS) provider.

Enclosed are the forms that all new employers need to fill out, sign, and return to PPL. Below is a brief explanation of the purpose of each form. While PPL and the SC Department of Health and Human Services (DHHS) remain committed to providing as much flexibility to participants as possible, we must follow federal and state employment and tax laws. In order to comply with these regulations, all completed forms must be properly completed and received by PPL to avoid possible delay in payments to your providers.

If you have any questions, please contact your local CLTC office for clarification.

#### **FORMS TO BE COMPLETED, SIGNED AND RETURNED TO PPL**

1. IRS Form SS-4: Application for Employer Identification Number. This IRS form establishes a Federal EIN number for you as an employer, so that PPL may, on your behalf, withhold income taxes from your employee's wages and file and pay employment taxes to the IRS. This form only pertains to the Financial Management Services, and will have no effect on your personal income taxes or other personal tax matters.
2. IRS Form 2678: Employer Appointment of Agent. This federal form will authorize PPL to act on your behalf to perform withholding and other tax preparation/filing functions.

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3. SC Form 2848: Power of Attorney & Declaration of Representative. This State form will authorize PPL to speak and write to the State Department of Revenue on your behalf about tax withholding issues only.
  
4. SC UCE-1010: Written Authorization Form. This State form authorizes PPL to represent you regarding unemployment insurance tax and/or benefits matters with the South Carolina Department of Employment and Workforce.

Please sign and mail all of the above forms to PPL.

**Please note that PPL is unable to issue payments until all forms have been signed, received, and processed.**

Please contact your local CLTC office if you have any questions.

PPL South Carolina FMS Program staff