



## **Requests for Vendor Payment**

A vendor in this program is an entity that is not an employee, but is providing goods and/or services or medical supplies to the client.

Continuum will make vendor payments on your behalf as long as those services are approved in the Individual Service Plan. Please monitor your budget to ensure you do not go over your allotted amount. Continuum cannot pay any invoices once the budget funds have been exhausted.

Although these payments are made through Continuum Fiscal Services, Continuum does not withhold taxes from the payment(s). Instead we issue a 1099 to each vendor at the end of the year.

## **Setting-up a New Vendor (W-9)**

A vendor will not need to be enrolled as your employee to receive payment through Continuum. However, Continuum does require all vendors submit a Form W-9 so we may report their earnings to the IRS at the end of the year on a 1099.

Your vendor may already have a copy of their W-9, which they can fax or email to us.

## **Submitting Your Invoice**

Once you receive the invoice from the Vendor, please review it for accuracy. If it is correct, the participant or their representative must sign the invoice and write "Approved."

You (the representative or participant, **and not the vendor**) can fax or email the approved, signed invoice to us. We will issue payment directly to the Vendor within 30 business days.

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**Invoice Email:** [invoices@continuumfs.com](mailto:invoices@continuumfs.com)

**Fax Number:** (404) 888-9142