

### **HHS Stimulus Reporting Update and Information Required to Register**

The Portal (for HHS Stimulus reporting) is now open for registration only. *The reporting functionality is not yet available.* Registration is the first step of the reporting process. Providers will be notified when they should complete the second step of the process and report on the use of funds.

Before starting the registration process, providers should review the registration guide and have the following information available:

- **Tax ID number** (TIN) (or other number submitted during the application process (e.g., Social Security Number (SSN), Employer Identification Number (EIN))
- **Business name** (as it appears on the W-9 of the reporting entity)
- **Contact information** (name, phone number, title, email) of the person responsible for submitting the report
- **Address** (street, city, state, five-digit zip code) of the reporting entity as it appears on a W-9)
- **TIN(s) of subsidiaries** (if a provider is reporting on behalf of subsidiary(ies), a list delimited by commas, e.g.,123456789,987654321,135791357)
- **Payment information** (for any one of the payments received)
  - o TIN of entity that received the payment
  - o Payment amount
  - o Mode of payment (check or direct deposit Automated Clearing House (ACH))
  - o Check number or ACH settlement date

### **HOW CAN KATZABOSCH HELP**

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