

APPOINTMENT OF AGENT

The Long Term Care Authority of Tulsa has received authority from the IRS and State of Oklahoma to file quarterly and annual payroll reports on your behalf. The Long Term Care Authority has appointed a subagent, Acumen, to serve as the Fiscal Agent. Acumen will consolidate all payroll reporting, and there will be no need for contact or correspondence between you and the IRS or State of Oklahoma regarding this matter. The only detailed information these entities will require of you is the employee information necessary for W-2 tax forms, which you will provide to Acumen. All other information for IRS and State of Oklahoma purposes will be managed by Acumen on your behalf.

In order for this to happen, please sign and date below. This will appoint the Long Term Care Authority of Tulsa as your collection agent for *ADvantage* CD-PASS Program personal assistance service employment taxes.

In technical terms, your appointment will grant the Long Term Care Authority of Tulsa authority to act as your agent for acts required under Section 3504 and Revenue Procedure 80-4 for taxes required under 3301. Furthermore, you are appointing the Long Term Care Authority to act as your agent for the Oklahoma State Tax Commission and for the Oklahoma Employment Security Commission. The Long Term Care Authority has appointed Acumen to serve as its subagent.

Signature of Member/Employer

Date

Print Full Name

Social Security Number

Street Address

Mailing Address (if different)

City, State, Zip

Phone Number

*If signed by an "X" witness must sign: _____

(Witness)