

Actions required by sponsors to complete the PMS set-up and begin drawing funds by June 1:

- Complete sections 1 and 2 of Form 1199A and have your bank complete section 3. A correct and valid completed original form needs to be received by DPM **no later than May 12, 2004** to ensure that the setup process in the PMS is completed in time for you to begin drawing funds on June 1, 2004. Faxed copies are **not** acceptable. It is also important for you to provide the requested contact information included in the initial packet from DPM when you submit Form 1199A. This contact information will be used by DPM to identify the individual to whom they will be sending PMS login information.
- Once DPM receives a correctly completed form, they will contact your bank for verification, which can be done via fax. It is imperative that your bank completes and returns the verification within 24 hours of receipt from DPM to ensure that the setup process in PMS is completed in time for you to begin drawing funds on June 1, 2004.
- Once Form 1199A is processed in the PMS, you will receive a letter from DPM with your necessary PMS login information. This letter will be addressed based on the contact information you provided to DPM.

Additional items to note when completing Form 1199A:

- When completing Section 1, Box C, include the sponsor's EIN as the "Claim or Payroll ID Number".
- When completing Section 1, Box F, check the box for other and specify "Medicare Discount Card" in the space provided. This will facilitate the processing of the form.
- Include your PIN number in the top margin of the form. The PIN number was provided on the label of the packet of information sent to you from DPM.
- All information is to be typed or printed in ink, and all signatures must be original and in ink.
- Alterations of any kind, including erasures, correction fluid and strike-outs, are unacceptable and will invalidate the form.