



BCW BIBS ENROLLMENT CHECKLIST

Indicate with a ✓ on the line provided if the item is included in the packet.

www.BCW-BIBS.com

The forms listed with a “Yes” under the “District Approval Required?” column must be submitted to the District(s) for review and approval prior to submitting the form to the State.

Agency Checklist			
✓	Form Name and Description	Original Signature Required?	District Approval Required?
	1. BCW BIBS Enrollment Form - Required - Complete this form to enroll as a contracted Agency - Complete this form to enroll as a Provider employed by an Agency	Yes	Yes
	2. BCW-BIBS.COM Online Access - Required - Complete this form to receive access to the BIBS system	Yes	Yes
	3. Certification for Online Claims Form and Electronic Signature Agreement- Required - Complete this form to perform direct data claim entry into the BIBS system and to certify authorization of your electronic signature for all actions within the BIBS system	Yes	No
	4. Direct Deposit/EFT Authorization Form – Required (Except 3-4 East Metro) - Complete this form to receive electronic payments instead of payments by check - A voided check will need to be submitted with the form	Yes	No
	5. W-9 Request for Taxpayer Identification Number and Certification Form – Required (Except 3-4 East Metro) - Complete this form to receive a 1099	Yes	No

Independent Provider/Self-Employed Checklist			
✓	Form Name and Description	Original Signature Required?	District Approval Required?
	1. BCW BIBS Enrollment Form - Required - Complete this form to enroll as a contracted Agency - Complete this form to enroll as a Provider employed by an Agency	Yes	Yes
	2. BCW-BIBS.COM Online Access - Required - Complete this form to receive access to the BIBS system	Yes	Yes
	3. Certification for Online Claims Form and Electronic Signature Agreement- Required - Complete this form to perform direct data claim entry into the BIBS system and to certify authorization of your electronic signature for all actions within the BIBS system	Yes	No
	4. Direct Deposit/EFT Authorization Form – Required (Except 3-4 East Metro) - Complete this form to receive electronic payments instead of payments by check - A voided check will need to be submitted with the form	Yes	No
	5. W-9 Request for Taxpayer Identification Number and Certification Form – Required (Except 3-4 East Metro) - Complete this form to receive a 1099	Yes	No



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District Checklist			
✓	Form Name and Description	Original Signature Required?	District Approval Required?
	1. BCW BIBS Enrollment Form – Required - Complete this form to enroll as a Provider employed by the District	Yes	No
	2. BCW-BIBS.COM Online Access Form - Required - Complete this form to receive access to the BIBS system	Yes	Yes
	3. Certification for Online Claims Form and Electronic Signature Agreement Form – Required - Complete this form to perform direct data claim entry into the BIBS system and to certify authorization of your electronic signature for all actions within the BIBS system	Yes	Yes

**PLEASE SUBMIT ALL APPLICABLE ITEMS LISTED
ABOVE ALONG WITH A COPY OF THIS COMPLETED CHECKLIST TO YOUR DISTRICT**

Any questions, please contact the Provider Enrollment Unit at Gainwell Technologies at 1-855-708-6612 Option 2