

480-000-52 Instructions for Completing Form FA-65, "Appointment of DHHS as Agent"

Form FA-65 is required for clients whose providers –

1. Provide in-home service(s); and
2. Are not affiliated with a service provider agency.

The completed form designates the Department as the client's agent responsible for paying employer taxes, State and Federal employment taxes and other withholding taxes on behalf of the client as employer. The designation does not expire, so the client is to sign the Form FA-65 only once to cover all types of in-home service.

Completion: The client checks one of the two boxes in Part 1. The information answered in Part 2 is all client information, not provider information.

All other fields on the form must be completed with the information either typed in or printed on the form. If the client does not have a telephone, "NA" is to be entered.

The FA-65 replaces the IRS Form-2678, "Employer Employment of Agent". The IRS form should no longer be used for clients requesting in-home services. If the most recent form in the client's file is an IRS-2678, the client shall complete, sign, and date an FA-65.

One copy of the completed FA-65 is kept in the client's case record.

480-000-52 Form FA-65 and FA-65-S (form only), "Appointment of DHHS as Agent", are available at <http://public-dhhs.ne.gov/FORMS/Home.aspx>. Search for Form FA-65 and FA-65-S.