

## NEW BOARD MEMBER FORMS

Board members are usually paid per diems for meetings, and are reimbursed for Board-related travel. In order to be paid and/or reimbursed, these forms are required:

[W-4](#) – for reporting income to the IRS.

State of Nebraska [W-9 and ACH Enrollment Form](#)

[Direct Deposit Form](#) – for payments to board members, such as per diems and reimbursements.

Include a voided check or a copy of a check when you submit this form.

[Data Sheet](#) – for your public and private contact information.

Completed forms must be submitted within 10 days of your appointment notification. Email them to [DHHS.LicensureSupport@nebraska.gov](mailto:DHHS.LicensureSupport@nebraska.gov), or mail them to:

DHHS Licensure Support  
New Board Member Forms  
PO Box 94986  
Lincoln NE 68509-4986