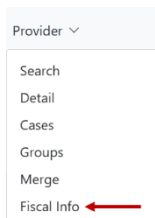


KinderConnect – View and Edit Fiscal Info

An operator with **Provider Administrator** role can view and edit the information. An operator with **Provider User** role can only view the information.

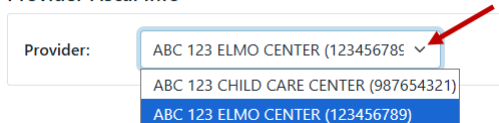
A Click on **Provider > Fiscal Info**.



A screenshot of a web application's 'Provider' menu. The menu is a vertical list with options: Search, Detail, Cases, Groups, Merge, and Fiscal Info. A red arrow points to 'Fiscal Info'.

B The provider is automatically selected. If you have multiple providers, use the drop-down menu to select the desired provider.

Provider Fiscal Info

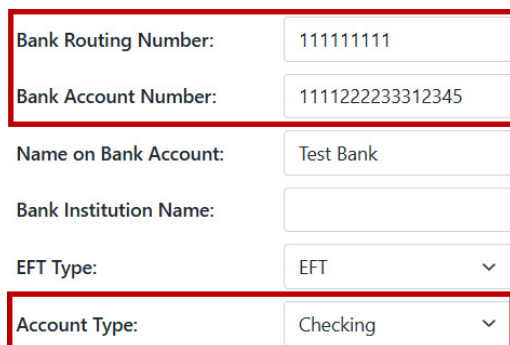


A screenshot of the 'Provider Fiscal Info' form. The 'Provider:' field has a dropdown menu open, showing three options: 'ABC 123 ELMO CENTER (123456789)', 'ABC 123 CHILD CARE CENTER (987654321)', and 'ABC 123 ELMO CENTER (123456789)'. A red arrow points to the first option.

C On the **Fiscal Info** page:

- Enter your **Bank Routing Number** in the first field. (identifies bank institution)
- Enter your **Bank Account Number** in the second field. (identifies bank account)
- Select your **Account Type** (e.g., Checking or Savings)

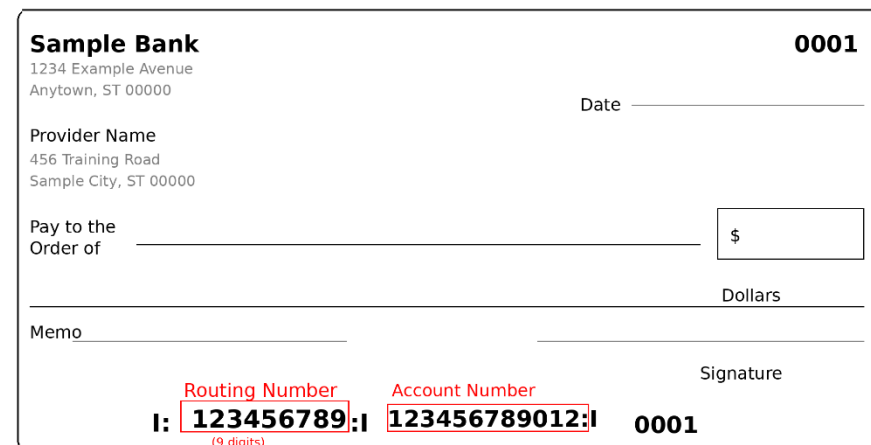
All other fields are optional or can be left blank.



A screenshot of the 'Fiscal Info' form. Red boxes highlight the 'Bank Routing Number' field (containing '11111111'), the 'Bank Account Number' field (containing '1111222233312345'), and the 'Account Type' dropdown menu (set to 'Checking').

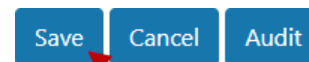
Note: Double-check that your **routing number**, **account number**, and **account type** are entered correctly. To prevent delayed payments, update banking information only during the dates listed on the [Payment Schedule](#).

See the following sample check to locate the correct numbers:



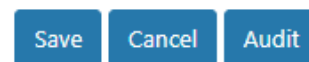
A sample check from 'Sample Bank' (1234 Example Avenue, Anytown, ST 00000). The check number is 0001. The 'Pay to the Order of' field is blank. The 'Routing Number' is 123456789 (9 digits) and the 'Account Number' is 123456789012. The 'Signature' field is blank.

D Press **Save**.



Buttons for 'Save', 'Cancel', and 'Audit'. A red arrow points to the 'Save' button.

E **Optional:** Press **Audit** If you would like to view the history of all changes made. A new window will display the records, if applicable.



Buttons for 'Save', 'Cancel', and 'Audit'. A red arrow points to the 'Audit' button.

Note: Selecting "Electronic 1099" does not provide access to tax information. 1099s cannot be viewed, exported, or requested through KinderConnect.