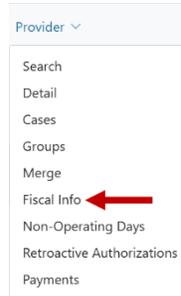


# KinderConnect – View and Edit Fiscal Info

Depending on the user's permissions, you may view and edit Provider Fiscal Information. A **Provider Administrator** can view and edit the information. A **Provider User** can only view the information.

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



**B** The provider will automatically be selected. If you have multiple providers, use the drop-down menu and select the desired provider.

## Provider Fiscal Info

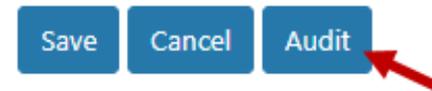
A screenshot of the 'Provider Fiscal Info' form. It features a 'Provider:' label and a dropdown menu. The dropdown menu is open, showing three options: 'ABC 123 ELMO CENTER (123456789)', 'ABC 123 CHILD CARE CENTER (987654321)', and 'ABC 123 ELMO CENTER (123456789)'. A red arrow points to the first option. Below the dropdown are 'Save', 'Cancel', and 'Audit' buttons. The 'Audit' button is highlighted with a blue background and a red arrow.

**C** The Fiscal Info will display below.

A screenshot of the 'Fiscal Info' form for 'AP Test Provider'. The form contains the following fields: Tax Name (AP Test Provider), Tax ID (5690), Tax Type (V), Tax Address 1 (5625 New Market Blvd), Tax Address 2 (111 New Road Ct), City (Falls Church), State (VA), ZIP Code (22406), Tax Date Verified (05/05/2025), EFT Status (Normal), Bank Account Number (555666222), Bank Routing Number (3456789), Name on Bank Account (Katy Kohl), Bank Institution Name (Innovative Bank), EFT Type (EFT), Account Type (Checking), Last Updated (07/22/2025), Tax Owner Email (generalEmail@test.com), and Electronic 1099 (checked).

**D** Enter the text in the desired text box or use the drop-down to edit the information.

**E** If you wish to view the history of all changes made to the Fiscal Info for a Provider, press **Audit**. A new window will display the records, if applicable.



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