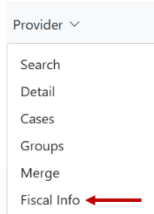
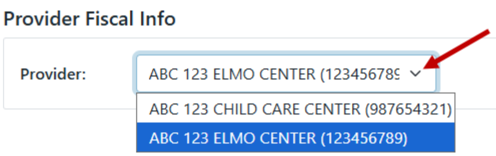
KinderConnect – View and Edit Fiscal Info

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.**



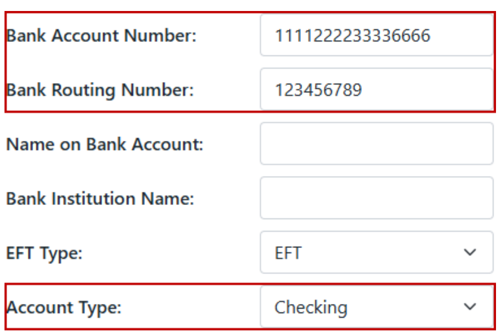
B The provider is automatically selected. If you have multiple providers, use the drop-down menu to select the desired provider.



C On the **Fiscal Info** page:

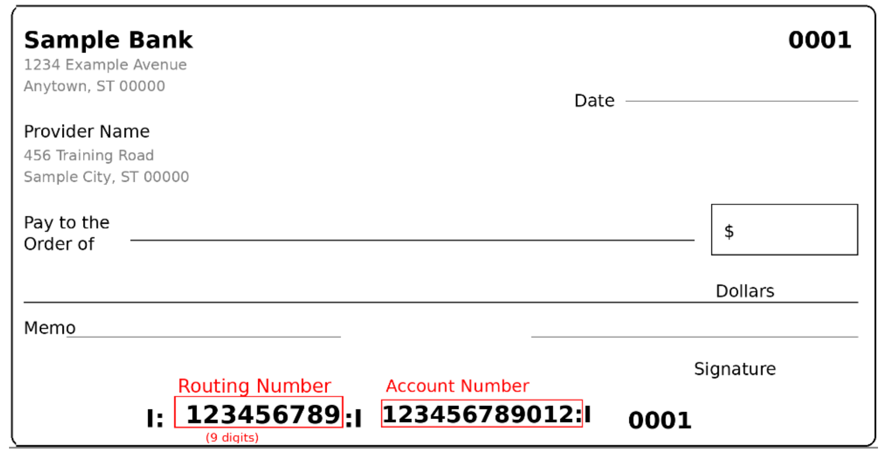
- Enter your **Bank Account Number** in the first field. (identifies bank account)
- Enter your **Bank Routing Number** in the second field. (identifies bank institution)
- Select your **Account Type** (e.g., Checking or Savings)

All other fields are optional or can be left blank.



Note: Double-check that your **account number, routing number,** and **account type** are entered correctly. To prevent delayed payments, update banking information only during the ***Last Day to Update Banking Info*** dates listed on the Payment Schedule.

See the following sample check to locate the correct numbers:



D Press **Save**.

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.

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