# Consumer Directed Service Financial & Service Reports

Consumer Directed Service (CDS) Reports and instructions have been updated.

The second quarter report is due July 31, 2019. Please use the updated form completing every box including the year at top right. All CDS providers are required to submit quarterly reports thirty days after the end of the quarter.

January 1 through March 31, due by April 30th  NOW PAST DUE

April 1 through June 30, due by July 31st  DUE THE END OF THIS MONTH

July 1 through September 30, due by October 31st

October 1 through December 31, due by January 31st

Updated forms are posted on MMAC’s website at <https://mmac.mo.gov/providers/provider-enrollment/home-and-community-based-services/provider-contracts-forms/>

These reports may be submitted to our new e-mail address or fax at:

EMAIL: MMAC.CDS@DSS.MO.GOV

FAX: 573-526-4375

Mailing address: 205 Jefferson Street, 2nd Floor

 P.O. Box 6500

 Jefferson City, MO 65012

**For information on Consumer Directed Services (CDS) Tax filing**, please see the information on CDS EINs and Form 2678 regarding proper use of Form SS-4, and Form 2678, posted on MMAC’s website at <https://mmac.mo.gov/cds-eins-and-form-2678/>. The Employer Identification Number (EIN) should be registered to the Consumer, with the Consumer’s address as the address of record, and then the provider should request agent authority using Form 2678. Just as a reminder, the EIN belongs to the participant, not the provider. MMAC’s expectation is that the prior agency will provide the new agency the participant’s EIN. MMAC hopes the attached tax information and IRS links will be helpful

**Note:** If you are an aggregate filer, you have to file monthly deposits with the IRS, otherwise you may have to pay a penalty to the IRS.