

Submitting and Managing Banking Information in ACO-MS

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This tip sheet instructs ACOs how to submit and update the banking information. For more information about banking information requirements, ACOs should refer to the [ACO Banking Information Guidance](#).

How To Submit Banking Information for Initial and Renewal Applicants

1. Log into [ACO-MS](#); navigate to the Dashboard tab on the left side menu and click the application task identification (ID).
2. Under Phase 1, select Banking Information.
 - 2.1. **Renewal applicants** must answer: "I certify my banking information with CMS for the Shared Savings Program is current." Select Yes if your ACO's info is up to date; select No if it has changed.
 - 2.1.1. If Yes is selected, no further banking information is required.

HOW TO COMPLETE THE FORM CMS-588 COVER SHEET

1. Select Form CMS-588 Cover Sheet and click "Start Form."
2. Select a "Reason for Change to Current Form CMS-588."
3. Indicate if Form CMS-588 payment is being made to the Chain Home Office, if applicable.
4. Select the ACO Tax Status (For-profit or Nonprofit).
5. Upon completion of all required fields, click the "Attach to Application" button.

Note: Utilize the "Download" button to save a copy of completed documents.
6. Click "Back to Application" at the top of the page to return to previous application screen.

HOW TO COMPLETE THE FORM CMS-588

1. Select Form CMS-588 and click "Start Form."
2. **Part I: Reason For Submission**
 - For initial applicants, "New EFT Enrollment" is preselected. Select **Individual** or **Group**.
 - For renewal applicants, "Change to Current EFT Enrollment" is preselected.

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IMPORTANT!



If your ACO indicates that the payment is being made to the Chain Home Office, the prepopulated fields on both forms will become editable.

3. Part II: Account Holder Information

3.1. ACO LEN, Address, and TIN fields are prepopulated.

3.2. Select the Designate TIN: SSN or EIN.

4. Part III: Financial Institution Information

4.1. Enter the financial institution name, address, and routing and account numbers.

4.2. Select checking account or savings account.

5. Part IV: Contact Person

5.1. Enter the contact person's name, title, telephone number, and email address.

6. Part V: Authorization/Signature Line

Click the dropdown arrow to select the Authorized/Delegated Official (ACO Executive, Financial Contact, Authorized to Sign (Primary/Secondary), Application Contact (Primary/Secondary), and CMS Liaison) to sign the document.

6.1. The Authorized Official must select the blue sign button.

6.2. Once the signature box loads, type the name exactly as it appears in the dropdown.
The "Accept Signature" button is now enabled.

6.3. Click "Accept Signature" to complete signing.

7. Once completed, select "Attach to Application."

Note: Utilize the "Download" button to save a copy of completed documents.

8. Click "Back to Application" at the top right of the screen to return to the application.

HOW TO SUBMIT SUPPORTING DOCUMENTATION

1. Select Upload Supporting Document and click "Upload Documents".

2. Locate the file on your computer and attach the document.

Once all three banking documentation requirements are completed, click "Submit for CMS Disposition."

How to Edit a Submitted Banking Information Change Request in ACO-MS

After submitting the Banking Documentation, ACOs can edit and resubmit Banking Information Change Requests pending review by completing the following steps:

1. Navigate to the Dashboard tab on the left side menu and click the application task identification (ID).
2. Select Banking Information.
3. Click on pencil icon next to the banking document to edit and follow all prompts.
4. Click save upon completion and the banking information documents will reflect the changes.

How to Update Banking Information for Currently Participating ACOs

1. Log into [ACO-MS](#); navigate to the My ACO tab on the left side menu and enter the ACO identification number.
2. Select the ACO.
3. Select “Banking Documents.”

HOW TO COMPLETE THE FORM CMS-588 COVER SHEET

1. Navigate to Form CMS-588 Cover Sheet and select “Start Form.”

Note: “Change to Current EFT Enrollment” is preselected. ACO ID, ACO Legal Entity Name, and ACO TIN are prepopulated.

2. Indicate if Form CMS-588 payment is being made to the Chain Home Office, if applicable.
3. Select the ACO Tax Status (For-profit or Nonprofit).
4. Select at least one “Reason for Change to Current Form CMS-588.”
5. Select “Complete.”

Note: Utilize the “Download” button to save a copy of completed documents.

6. Click “Back” at the top right of the screen to return to the document submission page.

HOW TO COMPLETE THE FORM CMS-588

1. Navigate to Form CMS-588 and select “Start Form.”

Note: If you navigate away from this page, click “Save As Draft.” To return, click the “Continue Form” button.

2. Part I: Reason For Submission

2.1 "Change to Current EFT Enrollment" is preselected.

IMPORTANT!



If your ACO selects "Form CMS-588 payment is being made to the Chain Home Office," the prepopulated fields on both forms will become editable.

3. Part II: Account Holder Information

3.1 ACO LEN, Address, and TIN fields will be prepopulated

Note: Entering a PO Box for an address is unacceptable and will result in an RFI.

3.2 Select the Designate TIN: SSN or EIN.

4. Part III: Financial Institution Information

4.1 Enter the Financial Name, Address, Routing and Account Numbers.

4.2 Select checking account or savings account.

5. Part IV: Contact Person

5.1 Enter the Contact Person's Name, Title, Telephone Number, and Email Address.

6 **Part V: Authorization/Signature Line:** Click the dropdown arrow to select the Authorized/Delegated Official (ACO Executive, Financial Contact, Authorized to Sign (P/S), Application Contact (P/S), and CMS Liaison) to sign the document.

Note: Only authorized users can sign the document. Once selected, the Name and telephone will pre-populate on the form. The email address is optional.

6.1 Select the blue sign button.

6.2 Type the name exactly as it appears in the dropdown. The "Accept Signature" button is now enabled.

6.3 Click "Accept Signature" to complete signing.

7 Once completed, select "Complete," and a success message will appear after attachment.

Note: Utilize the "Download" button to save a copy of completed documents.

8 Click "Back" at the top right of the screen to return to the document submission page.

HOW TO SUBMIT SUPPORTING DOCUMENTATION

1. Navigate to Upload Supporting Document and click “Upload Documents.”
2. Locate the file on your computer and attach the document.
3. If you navigate away from this page, click “Save As Draft.” To return, click the “Continue Form” button.
4. Once all three banking documentation requirements are completed, click “Submit for CMS Disposition.”

How to Respond to the RFI for Banking Documentation in ACO-MS

After CMS review of Banking Documentation, any change request with deficiencies will be issued a request for information (RFI) at both Phase 1 RFI-1 and Phase 1 RFI-2 if applicable.

To view and respond, complete the following steps:

1. Log into [ACO-MS](#) and navigate to the Dashboard tab or to the Change Request Cart on the left side menu.
2. Locate the appropriate change request and click on the task ID hyperlink if accessing via the Dashboard tab or the edit button if accessing via the Change Request Cart.
3. Review the deficiency code(s) populated on the Banking Documentation Change Request. A change request can have more than one deficiency.
4. Update the information and resubmit for CMS disposition.

QUESTIONS?

If you have any questions about [ACO-MS](#) or require technical assistance, click the SSP Helpdesk icon located within the ACO-MS banner.