

CHANGE OF OWNERSHIP - CONTRACT SUPPLIER NOTIFICATION FORM

Per Article V of the DMEPOS competitive bidding contract and §414.422(d)(1), a contract supplier is obligated to notify CMS at least 60 calendar days before the anticipated date of a change of ownership (CHOW). Failure to notify CMS may result in a breach of contract.

The purchasing supplier must also complete the Change of Ownership Purchaser form and submit it to the Competitive Bidding Implementation Contractor (CBIC) along with other required documents at least 30 calendar days prior to the effective date of the CHOW. The only exception to this requirement is when a contract supplier is purchasing a non-contract supplier. In this situation, the contract supplier should complete the [Contract Supplier Location Update Form](#) as applicable in addition to this form.

If a contract supplier holds multiple contracts (in a single round or in multiple rounds) and is involved in a change of ownership, a Contract Supplier Notification Form must be submitted for each contract number.

* - denotes required fields

Anticipated Date of Change of Ownership*

Role of Contract Supplier:*

- Purchasing another contract supplier
- Purchasing a non-contract supplier
- Selling to another contract supplier
- Selling to a non-contract supplier

This form is not required when a contract supplier is purchasing a non-contract supplier. To add or remove locations from your contract, please use the Contract Supplier Location Update form.

Resulting Entity:*

- Successor Entity (Company A + Company B = Company A)
- New Entity (Company A + Company B = Company C)

Type of Purchase:*

- Asset - purchase of assets without assuming liabilities
- Asset and liabilities - purchase of assets and assuming the liabilities of the seller
- Stock only - purchase of corporate stock (as in shares possessed by a stockholder)

A sale of corporate stock (as in shares possessed by a stockholder) does not constitute a change of ownership. This form is for reporting changes of ownership that require the submission of a novation agreement for CMS approval. Please use the [Change of Location](#) and the [Change of Information](#) forms to update your information.

Are you planning to change the structure of your business? (Ex. from a partnership to an LLC) Yes No

Is the contract supplier currently affiliated with another contract supplier through a previous change of ownership? * Yes No

Does the contract supplier hold multiple contracts (either in a single round or in multiple rounds)? * Yes No

Seller Information

Contract Supplier:* Yes No

Seller's Legal Business Name*

Contract No. (if applicable)

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Doing Business As Name*

Same as Legal Business Name

Authorized Official Contact Telephone No. *
() -

Authorized Official Name*

Authorized Official E-mail Address*

Purchaser Information

Information Pending:* Yes No
(if yes, it is not necessary to complete the information below)

Contract Supplier:* Yes No

Purchaser Legal Business Name*

Contract No. (if applicable)

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Doing Business As Name*

Same as Legal Business Name

Authorized Official Contact Telephone No. *
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Authorized Official Name*

Authorized Official E-mail Address*

*Does the Purchaser intend to submit a novation agreement to transfer the DMEPOS Competitive Bidding contract from the Seller and to assume all obligations of the existing contract? Yes No