

# CHANGE OF OWNERSHIP - CONTRACT SUPPLIER NOTIFICATION FORM - 60 Day Notice

Per Article V of the DMEPOS competitive bidding contract and §414.422(d)(1), a contract supplier is obligated to notify Centers for Medicare & Medicaid Services (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 contracting 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. There are two exceptions to this requirement. One is when a contract supplier is purchasing a non-contract supplier and the contract supplier continues to exist and remains the supplier performing under the competitive bidding contract. The other exception is a stock transfer where the business continues to exist and operate as before the sale of stock. In these situations, the contract supplier should complete the [Contract Supplier Location Update](#) form if necessary to add or remove locations from the contract.

\* - 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

Resulting Entity:\*

- Purchaser + Seller = Purchaser
- Purchaser + Seller = Seller
- Purchaser + Seller = New Entity

Type of Change:\*

- Change of Ownership - assumes all liabilities and responsibilities of contract - novation agreement is required.
- Change in Structure - change in business structure that results in new entity, e.g. sole proprietor to corporation - novation agreement is required.
- Stock Transfer - contract remains the same - novation agreement NOT required.

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

Does the contract supplier hold multiple DMEPOS competitive bidding contracts? \*  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\*

Authorized Official Contact Telephone No. \*

 (  )  - 

Same as Legal Business Name

Authorized Official Name\*

Authorized Official Email Address\*

## Purchaser Information

Information Pending:\*

Yes  No

(if yes, it is not necessary to complete the information below)

Contract Supplier:\*

Yes  No

Purchaser's Legal Business Name\*

Contract No. (if applicable)

- 

Doing Business As Name\*

Authorized Official Contact Telephone No.\*

(  )  -

Same as Legal Business Name

Authorized Official Name\*

Authorized Official Email Address\*

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

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