

## CHANGE OF OWNERSHIP - PURCHASER FORM - 30 Day Notice

Purchasers of contract suppliers may request the transfer of a contract as part of a change of ownership transaction by submitting this form. The Purchaser should also provide all required documentation outlined in the [Change of Ownership \(CHOW\) fact sheet](#) within 30 calendar days of the effective date of the CHOW. A fully executed novation agreement will be required before the contract can be transferred. Please refer to the CHOW fact sheet for more detailed information and instructions.

\*- denotes required fields.

<p><b>Anticipated Effective Date of Change of Ownership*</b> <input type="text" value="MM/DD/YYYY"/></p> <p><b>Resulting Entity*</b> <input type="text"/></p> <p><b>Type of Change*</b> <input type="text"/></p>	<p><b>Change of Ownership</b> - assumes all liabilities and responsibilities of contract - novation agreement is required.</p> <p><b>Change in Structure</b> - change in business structure that results in new entity, e.g. sole proprietor to corporation - novation agreement is required.</p> <p><b>Stock Transfer</b> - contract remains the same - novation agreement may not be required.</p>
--	--

**Seller (Transferor) Information**

**Seller's Legal Business Name\***

**Doing Business As Name**

Same as Legal Business Name

**Contract Number\***

**TIN\***

**NPI (if applicable)**

**Authorized Official Name\***

**Authorized Official's Phone\***

**Authorized Official's Email\***

**Purchaser (Transferee) Information**

**Contract Supplier\***  Yes  No

**Purchaser's Legal Business Name\***

**Doing Business As Name**

Same as Legal Business Name

**TIN\***

**Authorized Official Name\***

**Authorized Official's Phone\***

**Authorized Official's Email\***

List all locations that will be furnishing the product category(s) for the CBA(s). Each location must meet all eligibility requirements, including the applicable licensure and accreditation. All locations for the CBA that furnish items within the product category must be included on the list.

This information is for evaluation purposes only. If CMS determines the CHOW is acceptable, locations should be added or removed using the Contract Supplier Change of Location/Information Update form in Connexion.

**PTAN\***

**Product Category\***

**CBA (Select all that apply)\***

**Review Pending Changes**

PTAN	Product Category	CBA	Action

**Required Documentation**

The purchaser (transferee) must submit hardcopy documents specified in §414.414(b) through (d), indicating that the new owner meets basic supplier eligibility, accreditation, quality, and financial standards. This requirement may be omitted only if these documents were previously submitted and are still current. Below is the minimally required checklist. Please carefully review the CHOW fact sheet for detailed instructions.

- Acceptable, signed novation agreement
- A cover letter or bill of sale that fully describes the nature of the transaction including parties thereto, who is buying whom, type of purchase and resultant entity, and effective dates
- Documentation that confirms the Purchaser (transferee) is in compliance with all Medicare competitive bidding requirements (licensure, accreditation, financials as applicable)
- Copy of transferee's certificate and articles of incorporation (if corporation)

In accordance with the change of ownership requirements for the DMEPOS Competitive Bidding Program found at 42 CFR 5414.422(d), I confirm the above information is accurate and request the Competitive Bidding Implementation Contractor (CBIC) process the request to transfer the supplier contract.

The authorized official must enter his/her Connexion user ID and click **Sign and Submit**. You can **Print** a copy of the submitted form(s) for your records by clicking **Print Page**.

**First Name**   
**Last Name**   
**Connexion User ID**