

# Alabama Medicaid Agency

## Change of Ownership Information

### Reporting Change of Ownership Information

Medicaid requires the owner of a Medicaid-enrolled facility to report any change of ownership (CHOW) to Medicaid within 30-days of the change or sale. Timely receipt of this information assists the Medicaid Agency in completing a provider's CHOW. Please note that a provider's enrollment must be active and in good standing to complete a change of ownership.

Providers who accept the previous owner's Medicaid agreement must complete the change of ownership form and submit a new Electronic Funds Transmittal (EFT) Form, W-9, and Disclosure Forms for any owners, officers, directors, agents, managing employees, and shareholders with 5% or more controlling interest. Also, please attach a detailed statement of the course of action you are pursuing. The above mentioned forms are located on the Medicaid website at [www.medicaid.alabama.gov](http://www.medicaid.alabama.gov) in the Forms section under the Provider, Provider Enrollment tabs. The completed documentation must be mailed to the Enrollment & Sanctions Unit, Program Integrity Division, Alabama Medicaid Agency, 501 Dexter Avenue, P O Box 5624, Montgomery, Alabama 36104. If you are accepting the previous owner's agreement, it is not necessary for you to complete an application.

Providers who do not accept the previous owners Medicaid agreement must complete a new application. To submit a new application, visit our website at [www.medicaid.alabama.gov](http://www.medicaid.alabama.gov).

For questions concerning CHOWs, please contact the Enrollment & Sanctions Unit at (334) 242-5141.

## CHECKLIST

*Please make sure all documents are attached.*

\_\_\_\_\_ **Change of Ownership Form**

\_\_\_\_\_ **Disclosure forms** (*for any owners, officers, directors, agents, managing employees and shareholders with 5% or more controlling interest.*)

\_\_\_\_\_ **EFT**

\_\_\_\_\_ **W-9**

\_\_\_\_\_ **Sales Agreement**

\_\_\_\_\_ **Detailed statement of the course of action being taken**

\_\_\_\_\_ **Other** \_\_\_\_\_

