SECTION 1: BASIC INFORMATION

A. Provide the two-letter State Code (e.g., TX for Texas) where your business is located

☐☐

B. Check one box and provide the necessary information where requested

DMEPOS suppliers must furnish their Medicare Identification Number, often referred to as a supplier number, and their NPI below. Note: Each enrolled supplier of DMEPOS must obtain an NPI for each practice location.

Medicare Identification Number(s) *(if isssued)*:_____ NPI:_____

REASON FOR APPLICATION	REQUIRED SECTIONS
❑ You are a **new enrollee** in Medicare	**Complete all sections**
❑ You are **adding a new business location**	**Complete all sections**
❑ You are **reactivating** your Medicare Supplier Billing Number	**Complete all sections**
❑ You are **reenrolling**	**Complete all sections**
❑ You are **voluntarily terminating your Medicare enrollment.** Effective date of termination	**1B, 13, and either 15** or **16**
❑ You are **changing your Medicare information**	**Go to Section 1C**

SECTION 1: BASIC INFORMATION (Continued)

C. Check the item(s) listed that is changing and complete the applicable sections

MARK ALL THAT APPLY	REQUIRED SECTIONS
❑ Identifying Information (NOTE: Including supplier type and/or products and services)	**1C, 2** (complete only those data elements that are changing), **3, 13,** and either **15 (**if you are the authorized official) or **16** (if you are the delegated official), and **6** for the signer if that authorized or delegated official has not been established for this DMEPOS supplier.
❑ Adverse Legal Actions/Convictions	**1C, 3, 13,** and either **15 (**if you are the authorized official) or **16** (if you are the delegated official), and **6** for the signer if that authorized or delegated official has not been established for this DMEPOS supplier.
❑ Current Business Location	**1C, 3, 4** (complete only those data elements that are changing), **13**, and either **15 (**if you are the authorized official) or **16** (if you are the delegated official), and **6** for the signer if that authorized or delegated official has not been established for this DMEPOS supplier.
❑ Ownership and/or Managing Control Information (Organizations)	**1C, 3, 5, 13,** and either **15 (**if you are the authorized official) or **16** (if you are the delegated official), and **6** for the signer if that authorized or delegated official has not been established for this DMEPOS supplier.
❑ Ownership and/or Managing Control Information (Individuals)	**1C, 3, 6, 13,** and either **15 (**if you are the authorized official) or **16** (if you are the delegated official), and **6** for the signer if that authorized or delegated official has not been established for this DMEPOS supplier.
❑ Billing Agency Information	**1, 3, 8** (complete only those data elements that are changing), **13,** and either **15 (**if you are the authorized official) or **16** (if you are the delegated official), and **6** for the signer if that authorized or delegated official has not been established for this DMEPOS supplier.
❑ Authorized Official	**1C, 3, 6, 13** and **15**
❑ Delegated Official	**1C, 3, 6, 13, 15** and **16**

SECTION 2: IDENTIFYING INFORMATION

SECTION 2A1 INSTRUCTIONS

A. SUPPLIER IDENTIFICATION

All applicants new to Medicare or suppliers that are making changes to their Medicare information must complete this section. DO NOT PROVIDE BILLING AGENT INFORMATION HERE.

1. Where should we mail your 1099?

Furnish the supplier's legal business name (as reported to the IRS). A copy of the IRS CP-575 or other correspondence issued by the IRS showing the tax identification number (TIN) for this business MUST be submitted.

Legal Business Name as Reported to the IRS *(NOT "Doing Business As" Name)*		Tax Identification Number
1099 Mailing Address Line 1 *(Street Name and Number)*		Former Tax Identification Number *(if changed)*
1099 Mailing Address Line 2 *(Suite, Room, etc.)*		Medicaid Number *(if applicable)*
1099 Mailing Address City	1099 Mailing Address State	1099 Mailing Address ZIP Code + 4

2. Where Should Correspondence Be Mailed?

This is the address to which correspondence will be sent to you by the NSC and/or the DME MAC.

Business Location Name *(NOT your billing agent, staffing company, or managing organization)*		
Mailing Address Line 1 *(Street Name and Number)*		
Mailing Address Line 2 *(Suite, Room, etc.)*		
City/Town	State	ZIP Code + 4
Telephone Number	Fax Number *(if applicable)*	E-mail Address *(if applicable)*

SECTION 3: ADVERSE LEGAL ACTIONS/CONVICTIONS (Continued)

ADVERSE LEGAL HISTORY

1. Have you or your organization, under any current or former name or business identity, ever had an adverse legal action listed on page 10 of this application imposed against you/it?

   ❑ YES–Continue Below ❑ NO–Skip to Section 4

2. If yes, report each adverse legal action, when it occurred, the Federal or State agency or the court/administrative body that imposed the action, and the resolution, if any.

   Attach a copy of the adverse legal action documentation(s) and resolution(s).

Adverse Legal Action	Date	Taken By	Resolution

SECTION 7: FOR FUTURE USE (This Section Not Applicable)

SECTION 8: BILLING AGENCY INFORMATION

A billing agency is a company or individual that you contract with to prepare and submit your claims. If you use a billing agency, you are responsible for the claims submitted on your behalf.

Check here ❑ if this section does not apply and skip to Section 13.

Billing Agency Name and Address

If you are changing, adding, or deleting information, check the applicable box, furnish the effective date, and complete the appropriate fields in this section.

CHECK ONE	❑ CHANGE	❑ ADD	❑ DELETE
DATE (mm/dd/yyyy)			

Legal Business/Individual Name as Reported to the Social Security Administration or Internal Revenue Service

Tax Identification Number or Social Security Number *(required)*:

"Doing Business As" Name *(if applicable)*

Billing Agency Address Line 1 *(Street Name and Number)*

Billing Agency Address Line 2 *(Suite, Room, etc.)*

City/Town	State	ZIP Code + 4

Telephone Number	Fax Number *(if applicable)*	E-mail Address *(if applicable)*

SECTION 9: FOR FUTURE USE (This Section Not Applicable)

SECTION 10: FOR FUTURE USE (This Section Not Applicable)

SECTION 11: FOR FUTURE USE (This Section Not Applicable)

SECTION 12: FOR FUTURE USE (This Section Not Applicable)

SECTION 13: CONTACT PERSON

If questions arise during the processing of this application, the NSC will contact the individual shown below. If no one is listed below, we will contact you directly.

- ❑ Contact the Authorized Official listed in Section 15.
- ❑ Contact the Delegated Official listed in Section 16.

First Name	Middle Initial	Last Name	Jr., Sr., etc.

Address Line 1 *(Street Name and Number)*

Address Line 2 *(Suite, Room, etc.)*

City/Town	State	ZIP Code + 4

Telephone Number	Fax Number *(if applicable)*	E-mail Address *(if applicable)*

SECTION 15: CERTIFICATION STATEMENT (Continued)

B. 1ST AUTHORIZED OFFICIAL SIGNATURE

I have read the contents of this application. My signature legally and financially binds this supplier to the laws, regulations, and program instructions of the Medicare program. By my signature, I certify that the information contained herein is true, correct, and complete, and I authorize the NSC to verify this information. If I become aware that any information in this application is not true, correct, or complete, I agree to notify the NSC of this fact immediately.

If you are changing, adding, or deleting information, check the applicable box, furnish the effective date, and complete the appropriate fields in this section.

CHECK ONE	❑ CHANGE	❑ ADD	❑ DELETE
DATE (mm/dd/yyyy)			

Authorized Official's Information and Signature

First Name	Middle Initial	Last Name	Suffix *(e.g., Jr., Sr.)*

Telephone Number

Authorized Official Signature *(First, Middle, Last Name, Jr., Sr., M.D., D.O., etc.)*	Date Signed *(mm/dd/yyyy)*

SECTION 16: DELEGATED OFFICIAL(S) (OPTIONAL)

- You are not required to have a delegated official. However, if no delegated official is assigned, the authorized official(s) will be the only person(s) who can make changes and/or updates to the supplier's status in the Medicare program.
- The signature of a delegated official shall have the same force and effect as that of an authorized official, and shall legally and financially bind the supplier to the laws, regulations, and program instructions of the Medicare program. By his or her signature, a delegated official certifies that he or she has read the Certification Statement in Section 15 and agrees to adhere to all of the stated requirements. The delegated official also certifies that he/she meets the definition of a delegated official. When making changes and/or updates to the supplier's enrollment information maintained by the Medicare program, the delegated official certifies that the information provided is true, correct, and complete.
- A delegated official who is being deleted does not have to sign or date this application.
- Independent contractors are not considered "employed" by the supplier. Therefore, an independent contractor cannot be a delegated official.
- The signature of an authorized official in Section 16 constitutes a legal delegation of authority to all delegated official(s) assigned in Section 16.
- If there are more than two individuals, copy and complete this section for each individual.

A. 1ST DELEGATED OFFICIAL SIGNATURE

If you are changing, adding, or deleting information, check the applicable box, furnish the effective date, and complete the appropriate fields in this section.

CHECK ONE	❑ CHANGE	❑ ADD	❑ DELETE
DATE (mm/dd/yyyy)			

1. Delegated Official First Name **Print**	Middle Initial	Last Name	Suffix *(e.g., Jr., Sr.)*
Delegated Official *(First, Middle, Last Name, Jr., Sr., M.D., D.O., etc.)* **Signature**			Date Signed *(mm/dd/yyyy)*
❑ Check here if Delegated Official is a W-2 Employee		Telephone Number	
2. Authorized Official Assigning this Delegation *(First, Middle, Last Name, Jr., Sr., M.D., D.O., etc.)* **Signature**			Date Signed *(mm/dd/yyyy)*