

Ownership Update Instructions

This form may be mailed, faxed or sent via encrypted e-mail to Montana Medicaid Provider Enrollment.

P.O. Box 4936
Helena MT 59604
406-442-4402 Fax
MTPRHelpdesk@Conduent.com

Sections 1 and 3 need to be completed for the **Entity/Individual whose Medicaid file is being updated.**

Individuals

Question 1, Page 1

An Individual cannot be owned by anyone or any facility. They can only be managed. As such, for Individual enrollments, list the Individual's information again in Question 1.

Question 2, Page 2

List Managing Employees.

Question 4, Page 2

List previous Owners/Managing Employees who should be **removed**.

Entities

Question 1, Page 1

If the Entity **is not** owned by other Entities or Individuals, then the Entity is listed as the owner of itself under Question 1, Line A.

If the Entity **is** owned (5% or more) by other Entities or Individuals, the Entities or Individuals must be listed under Question 1, Lines A–C. Use additional pages if necessary.

The date of birth for an Entity can be 01/01/1964. Under SSN, list the Tax ID or EIN of the Entity.

Question 2, Page 2

List any Managing Employees of the enrolled Entity.

For any Entity which has been listed as an owning Entity under Question 1, **all Owners** (5 percent or more controlling interest) of the Entity must be listed. If applicable, ownership detail only needs disclosed to the third ownership tier. See the example chart below for clarification.

Question 4, Page 2

List any previous Owners/Managing Employees who should be **removed**.

Example

On Question 1

Star Holdings LLC is listed as an Owning Entity for the **Enrolled** Entity/Individual

On Question 2

- Star Holdings, LLC is owned jointly by:
 - Jamison Trust (94%)
Owned jointly by APD Corp. (25%) and Watliss Inc. (75%) who, as third tier owning entities, will be listed as Owners.
 - SuperMax, Inc. (6%) (5% or more)
Wholly owned. Each member of its Board of Directors, as third tier owning individuals, will be listed as Owners.

