# How to Complete a Change of Ownership (CHOW) Application

Change of Ownership (CHOW) Applications are only available for groups/organization/facilities that wish to change their tax ID and retain their NPI. (If the NPI is changing, please use a new application).

*If you are looking to make changes to a managing employee, owner(s) with controlled interest and/or agents, this would be a MOCA application (supplemental) and instructions for these types of changes may be found at the following link.

[Group Applications: Share & Send Functionalities for e-Signature Requirements with Managing Employees, Owners, and Control Interests and Agents (MOCAs)](#)

Step 1: Log into the ePREP Business Profile you wish to make the tax ID/Ownership change. Then, click on the Accounts tab to take you to your accounts page.
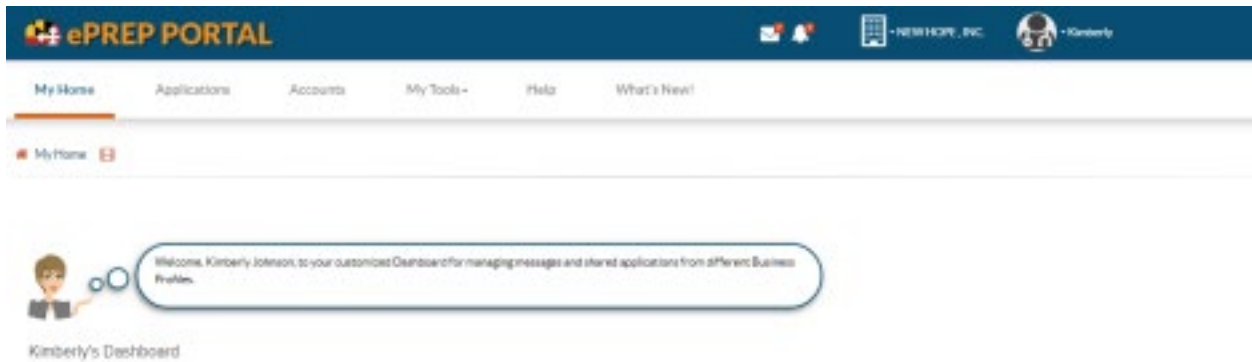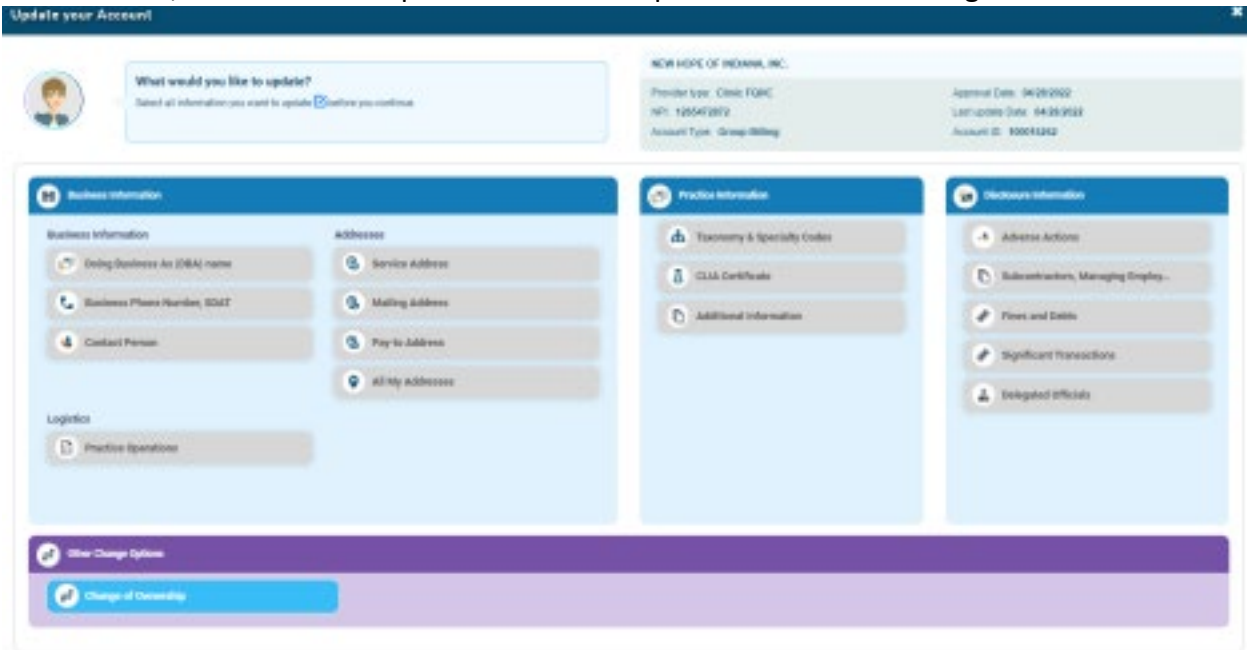

Once on your accounts page, find the orange action icon that looks like a tablet and pencil
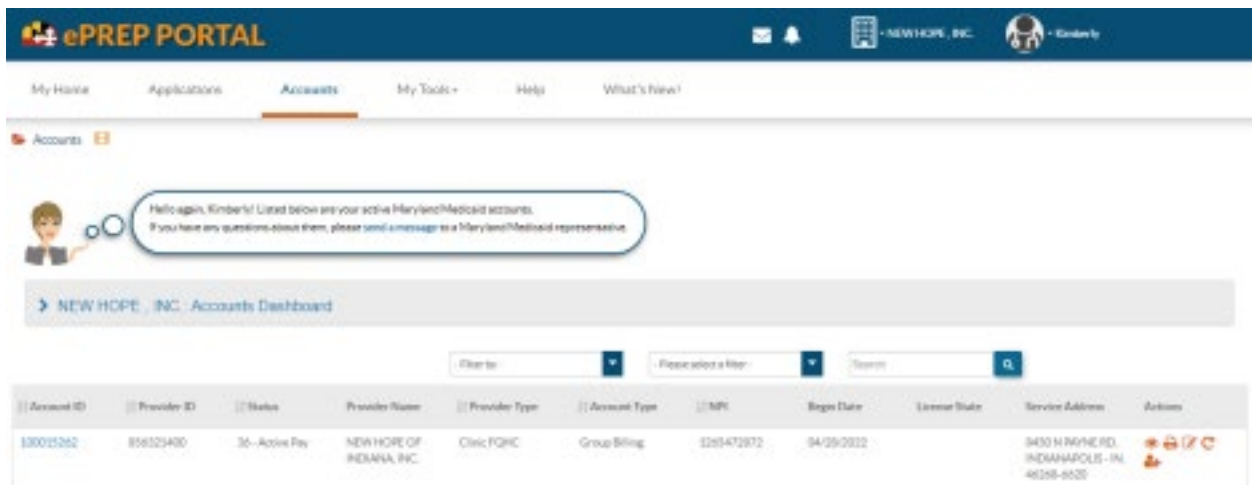
After locating the icon, click it and a popup page will appear (See below).
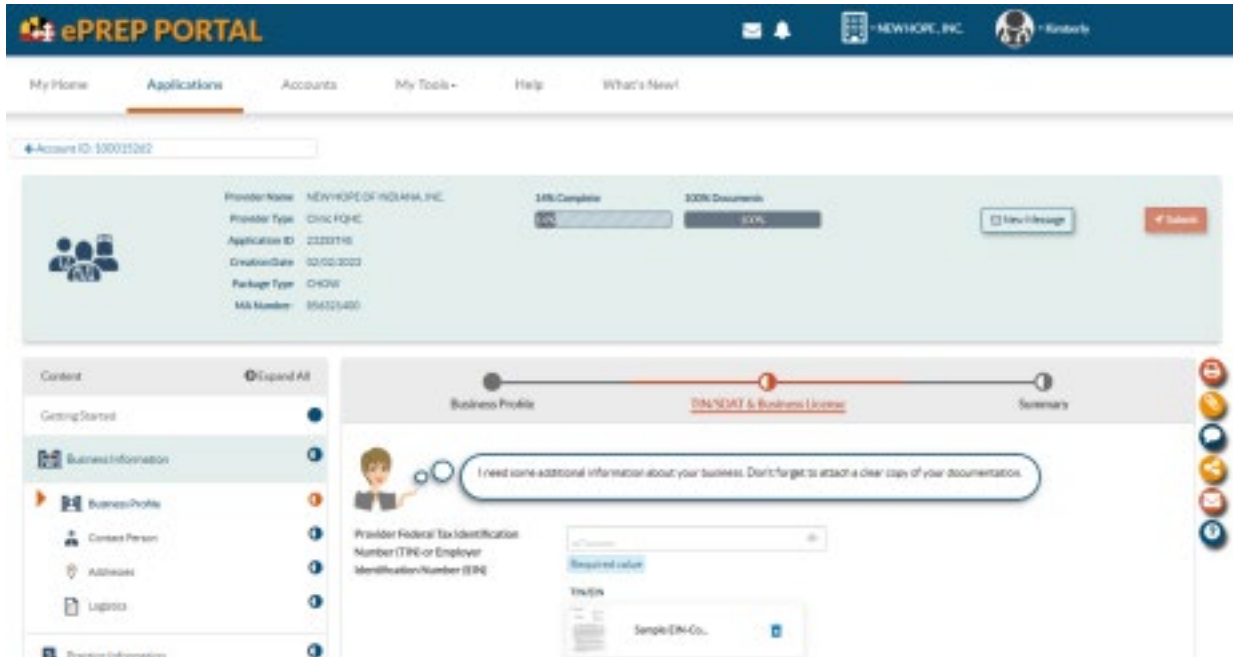
Step 2: Click on the Change of Ownership section in purple at the bottom of the popup. This will turn blue, once that is complete hit the Start updates on the bottom right-hand corner.


The application that opens will look very much like a revalidation application and should be filled out as such (only slight differences).
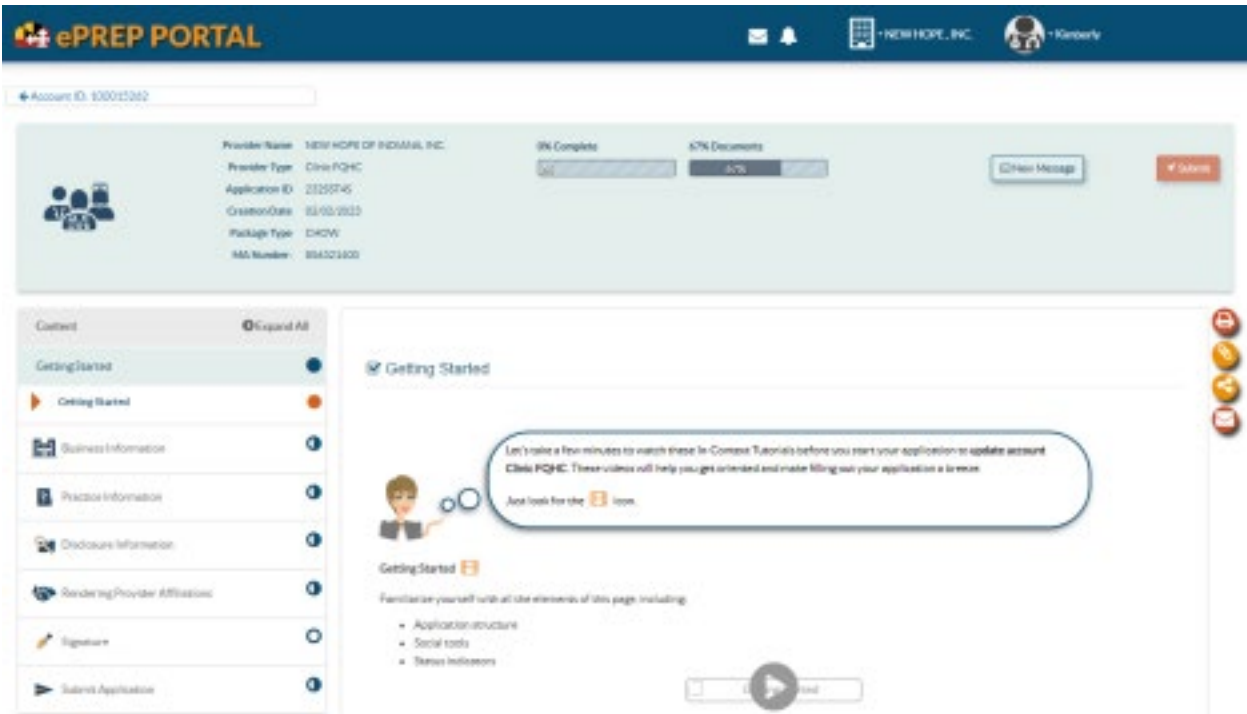
Step 3: ePREP will generate a prepopulated CHOW application with existing data. Please add or change data where needed. Be sure to fill in the new Tax ID on the TIN/SDAT & Business License section. Then, delete the existing IRS TIN/EIN document and attach the new TIN/EIN.

Shown with new values, then "Continue" through
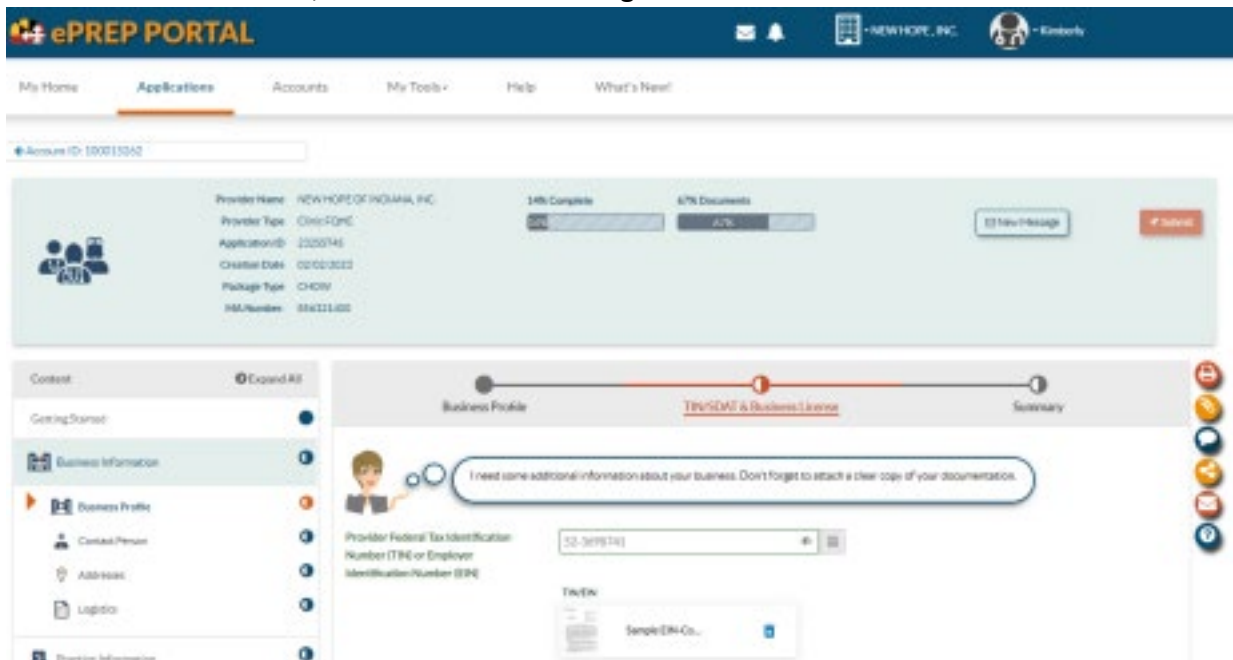
NOTE: Please be sure to answer the W-9 and Telehealth questions on the logistics section, if applicable.

Step 4 (If applicable)*
Change of Ownership in the Ownership/Control Interest section
  • Current owner
      • To make the change use the orange trash can icon to delete the current owner

Type	Name	Ownership/Control Interest	Status	Actions
👤	Kimberly Johnson	Managing Employee	●	✏ 🗑 ⮜ 🔳
👥	Memorial Hospital	Owner	●	✏ 🗑 ⮜ 🔳

  In this scenario ownership will be changed from an entity, Memorial Hospital, to an Individual.

Once the current owner is removed your screen will look like the below, clicking the "Add" Icon is how you will begin adding the new owner.

⊕Add

Type	Name	Ownership/Control Interest	Status	Actions
👤	Kimberly Johnson	Managing Employee	●	✏ 🗑 ⮜ 🔳

A popup will appear after you click the previously mentioned "Add" button

Add Ownership/Control Interest   ✖

○ Entity   ○ Individual
Required value

+Add   **✖Cancel**

In this section, a complete disclosure of ownership and financial interest is required. Please add at least one owner

Once you click on "Individual" a dropdown will appear where you must enter the name of the individual, then click the next "Add" button

This section is all about Joanne Coburn's personal information (including individual's resident address) and does not concern New Hope in any way

- Notice the labeled sub-sections at the top of this section, each must be filled out to completion so the circles all fill, which will designate completion

Once this entire section is completed the below will show the new owner with a complete status circle filled in solid blue.

Type	Name	Ownership/Control Interest	Status	Actions
👤	Joanne Coburn	Owner, Director/Officer: CEO	●	🖉 🗑 ⇗ 🔲
👤	Kimberly Johnson	Managing Employee	●	🖉 🗑 ⇗ 🔲

Step 4: Except for Subcontractors and Delegated officials under the "Disclosure Information" section you may continue through the rest of the application. (*Because the CHOW application changes the Tax ID (and sometimes the ownership section), the previous answers to both the subcontractor question and delegated officials may have changed. Therefore, these 2 sections will not be prefilled and must be answered to complete the CHOW*)

Step5: You have now reached the end of the application. You may submit your CHOW application.