

Fee for Service  
Taxpayer Address Update Form  
Instructions

If you wish to modify the taxpayer name and/or address, please complete and submit the taxpayer address update form with supporting documentation as requested below.

**Name Changes:**

For changes to a corporate taxpayer name you must attach a copy of the letter from the IRS notifying you of your Employer Identification Number. Form W-9 is NOT ACCEPTABLE supporting documentation for verifying your Employer Identification Number.

If you are changing your name/FEIN due to a change in ownership, you are required to complete a new enrollment package. The application is available at [www.eMedNY.org](http://www.eMedNY.org), click on Information and click on Provider Enrollment Forms.

If the IRS letter is in your personal name and you are not self incorporated, we require a sole proprietor letter stating that you are the sole proprietor of your business and you will be the only person using this Tax ID number for billing and/or tax purposes.

**Corporate Address Change:**

This is the address that your 1099 will be sent.

**Additional Instructions:**

In order for group practice providers to direct Medicaid payments to a group identification number/NPI and corresponding IRS 1099, providers are reminded that they must submit the group identification number in the appropriate field on the claim (paper or electronic). Claims that do not have the group NPI entered will cause payment to go to the individual provider 1099 and reported to IRS. The Employer Identification Number that belongs to the group will not be added to an individual provider file.

If you are a self incorporated individual or a group entity which employs other practitioners and you are using an organizational NPI with a Federal Employment Identification Number, you must now be enrolled as BOTH a group and an individual with NYS Medicaid. This requires an NPI for an individual and as a corporation. In order to be reimbursed for services under the corporation you must enroll as a group provider. The group application is available at [www.eMedNY.org](http://www.eMedNY.org), click on Information and click on Provider Enrollment Forms. With the implementation of the NPI this requirement has changed for those providers who choose to incorporate.

If you have any questions regarding the completion of this form, please contact the eMedNY Call Center at 1-800-343-9000.

