

MAINTAIN OWNERS/OFFICERS

Introduction	This section of the document will explain how an authorized user can view/modify/add owner/officer information.
Helpful Hints	<ul style="list-style-type: none"> The combined ownership percentage of all owners on the account cannot exceed 100%. It is not possible to add a second owner/officer when the business type is sole proprietorship. The owner can be an individual owner or a legally formed entity. The ownership information that can be added to an account is limited to five.

Step-by-Step Instructions:

Viewing owner/officer information:

- Navigate to the account maintenance home page using the instructions provided in the section – ‘Navigating to Account Maintenance’.
- Click on the ‘Maintain Owners/Officers’ link from the list of available maintenance functions. The screen shown below will appear and you can view the owner/officer information.

NOTE: If you wish to see the history associated with the owner/officer information, click on ‘Link to Previous Owner/Officers’.

Massachusetts Department of Workforce Development

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Employer Home

FAQ/Contact Us

Account Maintenance

- View Employer Account Profile
- Address Information
- Employer Appeals
- Maintain Employer Name
- Maintain Owners/Officers**
- Maintain Employer Reporting Units
- Request Worker Status Determination
- UI Contributions Data

Employer Information

Employer Account Number: 1000 Employer Name: Employer

Owner/Officer Information

Please select "Update" to add or modify Owner/ Officer Information.

Title	Name	Address	SSN/FEIN	Percentage of Ownership
Other	Doe, John	19 Staniford St, Boston, MA 02114-2502	001	100%

[Link to Previous Owner/Officers](#)

Home Update

Modifying owner/officer information:

- Follow the steps outlined in section ‘Viewing owner/officer information’.
- Click on ‘Update’ to modify owner/officer information. The following screen will appear.

- Click on 'Update' to modify the owner/officer information.
- On the screen that appears below, enter the owner/officer information and click on the 'Add' button.

NOTE: If you are adding a legal entity as owner/officer, the only identifying information provided should be the name of the Legal Entity and FEIN. If an individual is being added as owner/officer, the only identifying information provided should be the individual's name and SSN. **Do not enter both sets of identifying information under the same record.**

Friday, November 06, 2009 [Print](#)

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* Indicates Required Field

Employer Home

FAQ/Contact Us

Account Maintenance

- ▶ View Employer Account Profile
- ▶ Address Information
- ▶ Employer Appeals
- ▶ Maintain Employer Name
- ▶ **Maintain Owners/Officers**
- ▶ Maintain Employer Reporting Units
- ▶ Request Worker Status Determination
- ▶ UI Contribution Rate Maintenance
- ▶ Suspend Employer Account
- ▶ Voluntary Contribution
- ▶ Third Party Administrator (TPA) Authorization
- ▶ View Employer Name Change History

Benefit Charge Activities

Collections

Correspondence

Employment and Wage Detail Reporting

History

Payment Information

User Maintenance

Employer Information

Employer Account Number: **1000** Employer Name: **Employer**

The following issue was detected with your submission:

Notices

Ownership percentage may not exceed 100%

Add Owner/Officer Information

Scroll down to see list of Owners/Officers.

If Owner/Officer is a legally formed entity, please provide Legal Entity Name and Federal Employer Identification Number.

First Name:

Middle Initial:

Last Name:

SSN:

Entity Name:

FEIN:

Is the owner/officer compensated for their services?: Yes No*

Additional Information

For Address fields, enter home address information.

Address Line 1: *

Address Line 2:

City: *

State: MA - Massachusetts

Zip Code:

Country: US - United States Of America*

E-Mail:

Business Title: *

Percent of Ownership: *

First Date of Ownership/Appointment:

If you need to add more owners/officers for this employer, enter the necessary information in the table above and click on "Add" to add it to the list in the bottom section of the page. You may not enter more than 5 owner/officers.

Click on 'Add' to add a new owner/officer record

Review/Select Owner/Officer Information

	Title	Name	SSN/FEIN	Contact Information	% Ownership
<input type="radio"/>	Other	Doe, John	001	19 Stanford St, Boston, MA 02114-2502	100
Total Owners:			1	Total Percentage:	100%

- To Modify- Click corresponding radio button for an Owner/Officer and select Modify.
- To Inactivate- Click corresponding radio button for an Owner/Officer and select Modify. Then enter last date of ownership.
- To Save- When you have finished modifying Owner/Officer, select 'Submit' to commit information to the system.

- The following screen will appear with the new owner/officer information added. Click 'Submit' to confirm your changes.

Change Password | [Logoff](#) * Indicates Required Field

- Employer Home
- FAQ/Contact Us
- Account Maintenance
 - View Employer Account Profile
 - Address Information
 - Employer Appeals
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 - Maintain Owners/Officers**
 - Maintain Employer Reporting Units
 - Request Worker Status Determination
 - UI Contribution Rate Maintenance
 - Suspend Employer Account
 - Voluntary Contribution
 - Third Party Administrator
- Benefit Charge Activities
- Collections
- Correspondence
- Employment and Wage Detail Reporting
- History
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Employer Information
 Employer Account Number: **1000-** Employer Name: **Employer**

The following issue was detected with your submission:

- Notices**
- Ownership percentage may not exceed 100%

Add Owner/Officer Information

Scroll down to see list of Owners/Officers.

If Owner/Officer is a legally formed entity, please provide Legal Entity Name and Federal Employer Identification Number.

First Name:

Middle Initial:

Last Name:

SSN:

Legal Entity Name:

Additional Information

For Address fields, enter home address information.

Address Line 1: *

Address Line 2:

City: *

State:

Zip Code:

Country: *

Email:

Business Title: *

Percent of Ownership: *

First Date of Ownership/Appointment:

If you need to add more owners/officers for this employer, enter the necessary information in the table above and click on "Add" to add it to the list in the bottom section of the page. You may not enter more than 5 owner/officers.

Add

Review/Select Owner/Officer Information

	Title	Name	SSN/FEIN	Contact Information	% Ownership
<input type="radio"/>	Other	Doe, John	001-	19 Staniford St, Boston, MA	50
<input type="radio"/>	Other	B, Joe	900-	19 Staniford St, Boston, BOSTON, MA 02114	50
Total Owners:			2	Total Percentage:	100%

- To Modify- Click corresponding radio button for an Owner/Officer and select Modify.
- To Inactivate- Click corresponding radio button for an Owner/Officer and select Modify. Then enter last date of ownership.
- To Save- When you have finished modifying Owner/Officer, select 'Submit' to commit information to the system.

Modify Submit Cancel

Click 'Submit' to confirm your changes.

5. This process is complete.

If	Then
Change of owner/officer information is due to purchase or sale of a business	You must use the process 'Provide information on the sale or purchase of a business.'