Provider Change of Address Form

Please Note: Before completing this form, refer to the Change of Address-Provider Requirements page on mass.gov for detailed instructions.

You can update certain information with MassHealth via the Provider Online Service Center (POSC), using the “Manage Provider Information” feature. Alternatively, use this form to notify MassHealth of any updates to your information. This form is available at www.mass.gov/masshealth as an online fillable form. Each MassHealth provider must notify the MassHealth agency prior to or no later than the date of the change. Failure to do so constitutes a breach of the provider contract which may be subject to fines or termination.

For any change in your legal-entity address or check-mailing address, you must submit an updated Request for Taxpayer Identification Number and Certification (Massachusetts Substitute W-9 form) if you receive payments at this PIDSL. You can download this form from our website at www.mass.gov/masshealth.

Providers are reminded that provider numbers are not transferable. For certain providers, approval of the new site or a new application may be required when there is a change to the “doing business as” (DBA) address.

Fill in the following details. If any of the following addresses are left blank, the address will default to the one currently on file.
MassHealth provider ID/service location (PID/SL)
NPI

# (A) Legal Entity Address (PO Boxes are NOT acceptable.)

Must include a Massachusetts Substitute W-9 form if you receive payments at this PIDSL. Individual providers must list their home address in this section. For entities, you must list the address registered with the IRS for this FEIN.

MassHealth provider legal name
Address
Building or Suite
City
State
Zip code
Effective date
Telephone
Fax
Email.

# (B) “Doing Business As” Address (PO boxes are NOT acceptable.)

Please refer to Change of Address—Provider Requirements page on mass.gov for detailed instructions.

Address same as in section**** A

MassHealth provider DBA name
Address
Building or Suite
City
State
Zip code
Effective date
Telephone
Fax
TTY (for people with partial or total hearing loss)
Contact name
Email

# (C) Billing Address

Address same as in section (Billing address must match DBA address if the NPI is linked to more than one PID/SL)
 A B

MassHealth provider nameAddress
Building or SuiteCityStateZip codeEffective dateTelephoneFaxTTY (for people with partial or total hearing loss)Contact nameEmail

# (D) Check Mailing Address (same as remittance address on W-9). (This section is for billing providers only.)

Must include a Massachusetts Substitute W-9 form.

Note: MassHealth requires all providers to receive payment via EFT and the check mailing address would only be used if required while the EFT is being established and for notification by MassHealth Accounting.

Address same as in section**** A**** B**** C

Address
Building or Suite
City
State
Zip code
Effective date
Telephone
Fax
TTY (for people with partial or total hearing loss)
Contact name
Email

I certify under the pains and penalties of perjury that the information on this form and any attached statement that I have provided has been reviewed and signed by me, and is true, accurate, and complete, to the best of my knowledge. I also certify that I am the provider or, in the case of a legal entity, duly authorized to act on behalf of the provider. I understand that I may be subject to civil penalties or criminal prosecution for any falsification, omission, or concealment of any material fact contained herein.

Printed name of provider

Provider’s signature
(Signature and date stamps, or the signature of anyone other than the provider or a person legally authorized to sign on behalf of a legal entity, are not acceptable.)

Printed legal name of individual signing
(if the provider is a legal entity)

Date
Contact Email
Contact tel.

The form can either be signed traditionally and then scanned, or it can be signed electronically using DocuSign or Adobe Sign. For electronic signatures, the signer can upload a picture of their wet signature. The typed text of a signature is not an acceptable form of an electronic signature.

Return your completed form by fax or mail to MassHealth.

Fax: (617) 988-8974

Mail:
MassHealth Provider Enrollment and Credentialing
PO Box 278
Quincy, MA 02171-0278

If you have any questions about the enrollment process, please email PEC@Maximus.com. For general questions, you may contact MassHealth by email at provider@masshealthquestions.com. Please note: These email boxes are only for general questions. They are not secure. Please do not send documents to these email boxes, or include any personal health information (PHI) or personally identifiable information (PII). You may also call (800) 841-2900, TDD/TTY: 711.

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