## Demographic Change Form



If you need to advise us of demographic changes made at your practice, please complete and email this form to database@hcpipa.com or fax to (516) 746-8473. To deactivate a location or list additional offices or covering locations, please attach additional documentation on practice letterhead.

<b>Provider Information</b>							
HCP ID #:	TIN #:		Provider NPI #:				
Provider Name:			Vendor/Group NPI #:				
Provider Email:			EMR Type:		EMR Version:		
Primary Contact Name:			Phone #:	Phone #: Email:			
Service Information (In	nportant: Please i	ndicate office o	order. List exten	ded office hours,	if applicable.)		
	Primary Office			Secondary Offi	се		
Group Name							
Street / Suite #							
City, State, Zip							
Phone #							
Fax #							
Office Hours	Mon	Tue	Wed	Mon	Tue	Wed	
*Specify hours during which the provider is							
seeing patients	Thu	Fri	Sat	Thu	Fri	Sat	
Extended Office Hours							
	Same/next day appt. availability? Y/N		Same/next day appt. availability? Y/N				
	Handicap Accessible? Y/N			Handicap Accessible? Y/N			
	Additional Office	Additional Office 1			Additional Office 2		
Group Name							
Street / Suite #							
City, State, Zip							
Phone #							
Fax #							
Office Hours	Mon	Tue	Wed	Mon	Tue	Wed	
*Specify hours during which the provider is seeing patients						=	
	Thu	Fri	Sat	Thu	Fri	Sat	
Extended Office Hours							
	Same/next day appt. availability? Y/N			Same/next day appt. availability? Y/N			
	Handicap Accessible? Y /N			Handicap Accessible? Y /N			
			<u> </u>				

Please include phone, fax numbers and office hours for each location.

## W-9 (One billing address per TIN #)

	Primary Billing Address	Secondary Billing Address
Group Name		
Street / Suite #		
City, State, Zip Phone #		
Phone #		
Fax #		
Tax ID		

► Go to www.irs.gov/FormW9 for instructions and the latest information.

	2 Business name/disregarded entity name, if different from above				
Is on page 3.	following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any)			
type	5 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►				
Print or type. Specific Instructions	LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is	Exemption from FATCA reporting code (if any)			
ecif		Applies to accounts maintained outside the U.S.)			
See <b>Sp</b>	5 Address (number, street, and apt. or suite no.) See instructions. 8 Requester's name and address (optional)				
0)	6 City, state, and ZIP code				
	7 List account number(s) here (optional)				
Par	t I Taxpayer Identification Number (TIN)				
		rity number			
reside	p withholding. For individuals, this is generally your social security number (SSN). However, for a nt alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other s, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a</i>				

TIN, later.			-
Note: If the account is in more than one nar	me, see the instructions	for line 1. Also see Wha	t Name and
Number To Give the Requester for quideline	es on whose number to e	enter	

Certification Part II

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- 3. I am a U.S. citizen or other U.S. person (defined below); and
- 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign	Signature of		
Here	U.S. person ►		

## **General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

## **Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)

or

Employer identification number

• Form 1099-S (proceeds from real estate transactions)

Date 🕨

- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest),
- 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.