



## **OPERATIONAL DISCLOSURES**

Don't forget to notify MCDA-CMO (your Contract Specialist) of the following:

- Intent to Change the Facility Program Statement
- Change of Tax Status
- Change of EIN Number
- Change of Ownership
- Adding Partners
- Change of Corporate Status (i.e. sole proprietorship to LLC or LLC to Inc)
- Changing Corporate Officers, Board Members, Key Personnel
- Change of Principle Location
- Adding a Location
- Change in Billing Company

When in doubt – contact your Contract Specialist