

# Entity update form

To update an entity with Delta Dental, please select the correct update from the list below and submit this form with all required documents to your local Delta Dental office. For a list of required documents and contact information, please see page 2.

**Tax ID number (TIN) or IRS name change**

The entity's TIN or IRS name is changing and there is no other change to the business.

**Change of ownership**

The entity is adding a new owner.

**Sale of practice**

A new business owner has purchased the entity from the existing owner and the transaction will not result in share of business ownership.

**Dissolving corporation**

The existing entity is dissolving and a new entity will be formed, resulting in a new TIN.

**Merger**

Multiple business owners currently practicing and contracted under separate TINs at the same practice location and will be merging practices under one of the existing TINs at the same practice location.

**Consolidation**

Separate business entities with the same owner will be consolidating under one of the existing TINs.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Update type	Required documents
<ul style="list-style-type: none"> <li>• Change of ownership</li> <li>• Dissolving corporation</li> <li>• Merger</li> <li>• Consolidation</li> </ul>	<ul style="list-style-type: none"> <li>• New agreement/addendum form</li> <li>• TIN enrollment form</li> <li>• Online directory form</li> <li>• Letter of explanation</li> <li>• Valid form of IRS verification (see below)</li> </ul>
<ul style="list-style-type: none"> <li>• Sale of practice</li> </ul>	<ul style="list-style-type: none"> <li>• New agreement/addendum form</li> <li>• TIN enrollment form</li> <li>• Online directory form</li> <li>• Letter of explanation</li> <li>• Notice of sale of practice</li> <li>• Valid form of IRS verification (see below)</li> </ul>
<ul style="list-style-type: none"> <li>• Tax ID change</li> </ul>	<ul style="list-style-type: none"> <li>• TIN enrollment form</li> <li>• Letter of explanation</li> <li>• Valid form of IRS verification (see below)</li> </ul>

Acceptable forms of IRS verification
<ul style="list-style-type: none"> <li>• Form 941</li> <li>• Form SS-4</li> <li>• Form 8109-C</li> <li>• Letter 147-C</li> </ul>

## Submission information

### Delta Dental of California

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### Delta Dental Insurance Company

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### Delta Dental of Pennsylvania

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