

OMB Approval No. 0938-0685

- C. “Pay To” Address** – This address is the address the supplier must provide to indicate where its Medicare payments are to be sent. This address may be a post office box or drop box location.

Payment will be made in the DMEPOS supplier’s “legal business name” as shown in Section 2A1.

If reporting a change to existing information, check “Change,” provide the effective date of the change, complete the appropriate fields in this section, and sign and date the certification statement.

If the “Pay To” address is the same as the “Business” address reported in Section 4A, check the box provided at the top of this section and continue with Section 4D. Otherwise:

1. Furnish a “Pay To” address where Medicare can send payments.
 - If payment will be paid by electronic funds transfer (EFT), the “Pay To” address should indicate where the DMEPOS supplier wants all other payment information, (e.g., remittance notices, special payments, etc.) sent.
2. If the DMEPOS supplier has more than one business location and the “Pay To” address is the same “Pay To” address for all of the supplier’s business locations, check the box provided.

NOTE: If the “Pay To” address is a P.O. Box or Drop Box, it can not be the same as the “Business” address reported in Section 4A since a P.O. Box or Drop Box address is not acceptable as a DMEPOS supplier business address.

- D. Location of Medicare Beneficiaries’ Medical Records** – All Medicare beneficiary medical records must be accessible to Medicare for possible review. This section only needs to be completed if the supplier’s Medicare beneficiaries’ medical records are stored in a location other than the business location shown in Section 4A. Post office boxes and drop boxes are not acceptable addresses for the storage of Medicare beneficiaries’ medical records.

If reporting a change to existing information, check “Change,” provide the effective date of the change, complete the appropriate fields in this section, and sign and date the certification statement. Otherwise:

If the “Location of Medicare Beneficiaries’ Medical Records” address is the same as the “Business” address reported in Section 4A, check the box provided at the top of this section and continue with Section 5. Otherwise:

1. Furnish the address where the supplier maintains its Medicare Beneficiaries’ medical records.
2. If the DMEPOS supplier has more than one business location and the “Storage Location” address is the same “Storage Location” address for all of the supplier’s business locations, check the box provided.