

TITLE: Subcontractor Social Form (Ownership Control Interest)

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[Subcontractor Social Form \(Ownership Control Interest\)](#)

Subcontractors Social Form

When you are completing the subcontractors social form, and you need to disclose if the applicant or the owner/partner has ownership on a subcontractor, if both have ownership on the subcontractor, please select the first radio button: “The applicant has ownership on this subcontractor”

On the next section, you will be able to disclose the percentage of ownership of the applicant on this subcontractor, and you will be able to disclose other owners of this subcontractor. On here you can disclose the owner/partner who also has ownership on this subcontractor.

Remember that we recommend you complete the Subcontractors sub-form first, because in the Owner/Control interest form you will need to disclose associations and family relations of each Individual or entity and the subcontractor or owners of a subcontractor.

Completing the Ownership/control interest form when there is information associated with the TAXID of the application.

When you enter the TAXID for your application, PAVE will verify if there is any stored MOCA information associated with this TAXID that can be autocompleted on this application. If there is, PAVE Portal will show you a message to inform you of this action.

If you select the continue button to save your information, you can go and review the ownership/control interest sub-form and you will notice that this sub-form has already information that has been populated based on the TAXID you entered.

In this in context tutorial, you will learn how to complete this sub-form, when the TAXID in the application has Owner/control interest information associated with it.

On the ownership/control interest you will find the “Summary” information which is all the stored information associated with the TAXID that is being used in this application. To review the summary of the Individuals or Entities just select the View Details link.

A window will open displaying a table that contains the individual or entities main information. At the top of the table you will find a search bar, which will allow you to search by the following fields such as Last Name, NPI, SSN for individuals and TAXID or Legal Name for entities.

If you want to view more information per each record you can select the “View” icon under the actions column and this will show you a summary window for that individual or entity.

If you need to edit any information related to this individual or entity, just select the “pencil” icon and confirm the message displayed. PAVE Portal will take you to the summary page for this entity or individual, where you can select the section you want to edit and continue with the update.

For example, in this video I am updating the NPI of this individual MOCA, so I select the “edit” button from the individual information since the NPI is in this section. I can also navigate to the Individual Information and do the change there.

Remember, once you have selected a specific record for editing, this one will be displayed in the MOCA table along with the other new entities or individuals that you add in this application. The SSN or TAXID is required when you are adding an individual or entity, this will prevent you from duplicating the individual or entity that might be already stored.

If you need to delete an individual or entity MOCA that is stored or associated to the TAXID, you can select the “trash” icon from the actions column, when you do this, the record will be placed on the Deleted table at the bottom of the page.

Now let's review how you can add a new Individual or entity record in your Owner/Control interest table.

Select the Add button that is above the table, you will see a quick pop-up window where you can enter if this record you are adding is an entity or an individual. You also need to provide the SSN or TAXID before you can add this record. Once you complete select the button Add.

Per each record you add there is additional information requested such as: Individual or Entity Information, Ownership/Control interest and Associations, Adverse Actions.

Let's review how you complete the associations and family relationships with subcontractors, owners of subcontractors and other individual or entities of the applicant.

The first question is related to if this Individual or Entity has ownership of 5% or more on a subcontractor of the applicant.

If you say Yes, you will need to Add this association in the table below. Select the Add button and complete the required information. Remember that the dropdown will only display any subcontractor of the applicant where only the owner/partner has ownership on. So in our example we don't have that type of subcontractor, but this can be added by selecting the Add subcontractor option. As we recommended you before, it is better if you first add all the subcontractors of the applicant and then you complete the Ownership/Control interest sub-form.

Let's add this new subcontractor of 1501 MEDICAL PC in which Cordell Boston has ownership on. You need the Legal Name in order to continue, then disclose the percentage of ownership that Cordell has on this subcontractor, the effective date of ownership.

You also need to disclose other owners/partners of this subcontractors.

Once you complete select Add to add this association between Cordell and this subcontractor.

Please keep in mind that for the new subcontractor added, you still need to complete a few more details on the subcontractor page.

The next few questions are related to familial relationships of Cordell Boston with any individual subcontractor disclosed on this application or any owner of a subcontractor disclosed on this application.

The fourth question is related to any associations or familial relationships that Cordell Boston and any other owners/partners or person with control interest in the applicant might have.

If you answer Yes, you will need to disclose this association or familiar relation on the table.

In this case Cordell is the father of Monica Louis. To be able to disclose this familial relationship, I will bring Monica Louis for edition, because she already has been disclosed before and now I am adding a familial relationship.

Once this familial relationship is added you will see it display under the table.

When I complete all the sections for Cordell on our example, I will notice that in the main Ownership/Control interest table, Cordell Boston record has a full circle, which indicates I had disclosed all the required information for him.

I hope this in context tutorial was helpful and will allow you to complete the ownership/control interest sub-form in PAVE Portal.

END TRANSCRIPT