

# Stock Purchase/Transfer



When a stock purchase/transfer occurs at the agency submit the following information and/or documentation to the department for review:

## **A letter on your agency's letterhead to include the following:**

1. A letter of explanation of events.
  - a. Agency's license number (located on agency's license)
  - b. Narrative of stock transfer events
  - c. Who purchase stock
  - d. Who sold stock
  - e. Percentage of stock purchased/sold on each individual
  - f. Effective date of stock transfer
  - g. Make sure the agency includes in the explanation that this is a stock transfer and not a change in ownership.
2. Submit a current (within the last three (3) month) expanded or national criminal history check.
  - a. The criminal history check must be a search from 18 years to current. If using an entity other than the Indiana State Police to conduct the criminal history search make sure that entity includes the timeframe for the search on the document.
3. Articles of Incorporation and/or Certificate of Assumed Business Name if the doing business name (dba) is different from the name of the direct owner, or applicable document from the Indiana Secretary of State.
4. Document from the Internal Revenue Service (IRS) that reflects legal name and EIN number.
5. Organizational Charts (see examples of before/after charts). Include all the information in the organizational chart examples.
6. Submit a copy of the purchase of stock agreement and include the following information in the agreement.
  - a. Signature and date of buyer and seller of stock
  - b. Identify the name of the legal entity of stock purchasing/selling.
  - c. Percentage of stock purchase/sold
  - d. Effective date of sale.
  - e. The seller must be on record with the department.

## **Submit the stock transfer information to:**

Bobbie Nelson  
Program Director, PSA  
Division of Home and Community Based Care  
2 N Meridian St., Section 4A 07  
Indianapolis, IN 46204

# Stock Purchase/Transfer Organizational Chart Before 01/01/18

## Legal Name

Legal Entity (i.e. corporation, LLC)  
Helping Hands Corporation  
EIN Number: 35-1234567

## Agency Name

Name of Agency (DBA name)  
Helping Hands  
License Number: 12-123456-1

## Officer(s)

Name  
Title  
Complete Address  
City, State, Zip Code  
Percentage of Ownership

## Example of officer(s)/owner information

John Doe, President  
100 XYZ Street  
Indianapolis IN 46204  
Percentage of Ownership: 10%

Jane Day, Treasurer  
100 DEF Street  
Indianapolis, IN 46204  
Percentage of Ownership: 50%

Mack Day, Secretary  
100 GHI Street  
Indianapolis, IN 4620  
Percentage of Ownership: 40%



# Stock Purchase/Transfer Organizational Chart After 01/02/18

## Legal Name

Legal Entity (i.e. corporation, LLC)  
Helping Hands Corporation  
EIN Number: 35-1234567)

## Agency Name

Name of Agency (DBA name)  
Helping Hands  
License Number: 12-123456-1

## Officer(s)/owner information

Name of officers  
Title of officer  
Complete Address  
City, State, Zip Code  
Percentage of Ownership

## Example of officer(s)/owner information

John Doe, President  
100 XYZ Street  
Indianapolis IN 46204  
Percentage of Ownership: 30%

Jane Day, Treasurer  
100 DEF Street  
Indianapolis, IN 46204  
Percentage of Ownership: 70%

Mack Day, Secretary  
100 GHI Street  
Indianapolis, IN 4620  
Percentage of Ownership: 0%

