

## **310\_675-3-8 Notice of change**

### **(a)**

If changes occur so that information previously submitted in a facility's license application is no longer correct, the facility shall notify the Department. Notice is required of changes to the following information: (1) Facility identification including facility business name, mailing address, telephone number or facsimile number; (2) Changes in licensed bed capacity, including proposed increases; (3) The administrator; (4) Owner, lessee or manager disclosure or detail information that does not otherwise necessitate an initial license; (5) Disclosure of persons or entities required to be disclosed pursuant 310:675-3-1.1(e); and

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#### **(2)**

Changes in licensed bed capacity, including proposed increases;

#### **(3)**

The administrator;

#### **(4)**

Owner, lessee or manager disclosure or detail information that does not otherwise necessitate an initial license;

#### **(5)**

Disclosure of persons or entities required to be disclosed pursuant 310:675-3-1.1(e); and

**(b)**

The facility shall file the Notice of Change form with the Department on or before the effective date of the change, with the following exceptions. (1) When a change is unexpected or beyond the control of the facility, the facility shall provide notice to the Department within five (5) working days after the change. (2) For an increase in licensed bed capacity, the facility shall file the notice of change prior to the requested license amendment date. The notice of change shall be accompanied by the \$10 per-bed license fee pursuant to 63 O.S. Section 1-1905(A), prorated by the number of beds to be added and the proportion of time remaining on the license until expiration. Prior to occupying additional beds, the facility shall obtain an amended license from the Department.

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**(2)**

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**(c)**

Following receipt of information that an applicant or any person or entity disclosed pursuant 310:675-3-1.1(e) is not in compliance with the tax filing, payment or disclosure requirements of 310:675-3-1.1. or 63 O.S. Section 1-1930.1, the

Department may require an applicant or licensee to submit proof that the applicant or person or entity disclosed pursuant to 310:675-3-1.1(e) is in compliance with state or federal taxes. Such proof may include a letter from the taxing agency, a file-stamped copy of a return, a receipt for a tax payment, or a tax transcript or account.