

# 15

## Identity Change Submissions

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## Revision Sheet


<b>Revision No.</b>	<b>Date</b>	<b>Revision Description</b>


## 15.0 Identity Change Submissions Introduction:

Identity Change enables an organization to change its legal structure, and type of ownership. Identity Change Submissions require a Headquarters review in order to be approved.

-  *Identity Change Submissions are now available immediately after a Baseline Submission process is completed.*
-  *Identity Change Submissions should not be confused with Corporate Buyouts. A corporate name change cannot be considered Identity Change but is a Corporate Buyout.*
-  *Note: Individuals will not be permitted to start an Identity Change Submission due to the fact that they do not have a legal structure or company type.*

## 15.1 Identity Change Submissions

-  *Note: After the submission has been sent to HUD, the comments field will only accept comments for a withdrawal of the submission.*

1. On the APPS home page select “Create Submission” from the *Submission Processing* drop-down list.
2. Click . The Create Submission screen displays.

**Active Partners Performance System**

*Create Submission*

TIN: 111111999 (no dashes)  
or  
SSN: [ ] (no dashes)

Submit

[\[APPS Home Page\]](#)  
Last Updated: May 12, 2004

Figure 15-1: Create Submission Screen

3. Enter the applicants TIN. Click on
4. The Create Submission screen will display. Select Identity Change Submission from the Select type of submission you would like to create: drop down menu. Click on

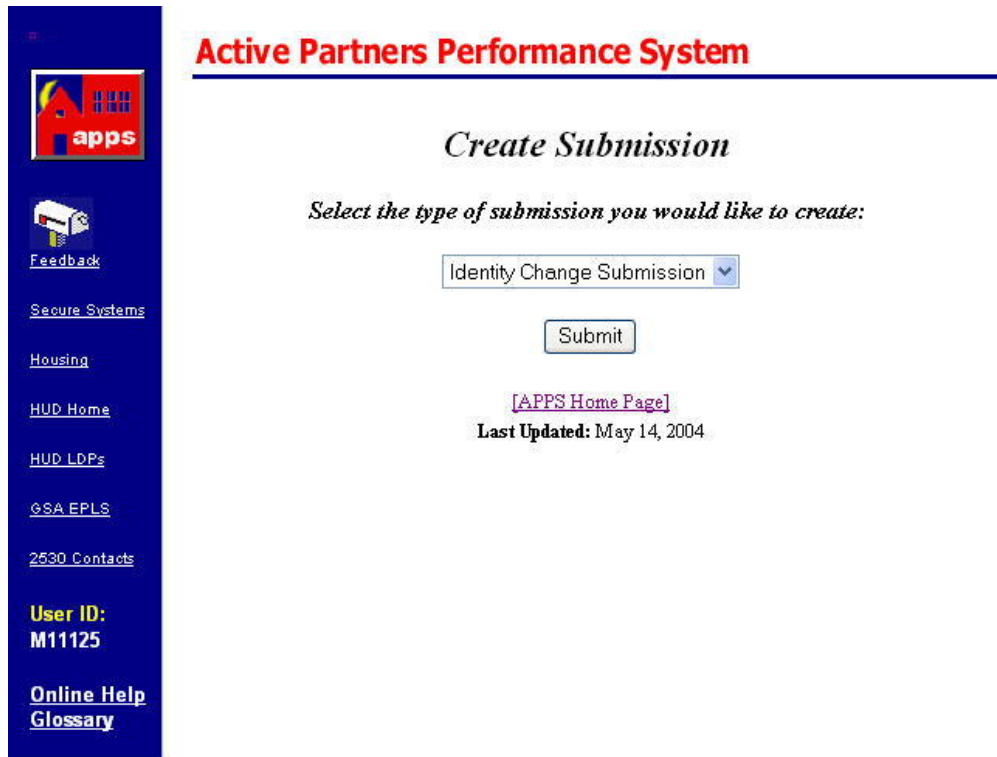


Figure 15-2: Create Submission Screen

5. The 2530 Submission screen Select Reason and Role screen will display

**2530 Submission**  
**Select Reason and Role**

Participant Identity Change

Submission ID: 58405 Reason: Participant Identity Change

Applicant: Urbana Village, LTD. Current Status: In Process, 03/10/2009

Current Participant Information (at time of this submission):

Legal Structure: Limited Partnership Go

Company Type: Profit Motivated Go

Previous Participant Information (at time prior to this submission):

Legal Structure: Limited Partnership

Company Type: Profit Motivated

Next Step Save & Exit Cancel Submission

Figure 15-3: 2530 Submission—Reason and Role screen

## 15.2 Changing Participant Ownership Type and Legal Structure

1. From the 2530 [*pronounced twenty five thirty*] Submission Select Reason and Role screen.
2. Change the Legal Structure and/or the Type of Ownership. Click on Go to apply the change.
3. Click on Next Step until you reach the 2530 [*pronounced twenty five thirty*] Submission Send to HUD page.

**OR**

4. On the 2530 Submission Send to HUD screen click on the organization or TIN hyperlink.
5. The Participant Detail screen will display.
6. Change the Legal Structure and/or the Type of Ownership. Click on Save. The page will refresh with the message “Save was successful”.




7. Click . The 2530 Submission displays with the new values shown beneath “Current Participant Information (at time of this submission),” and the former information shown beneath “Previous Participant Information (at time prior to this submission).”
8. You may enter comments in the Applicant Comments field in the 2530 Submission.

### 15.3 Sending a Submission to HUD

1. If all information is accurate click on .
2. A message will appear. If you would like to proceed, click on OK.

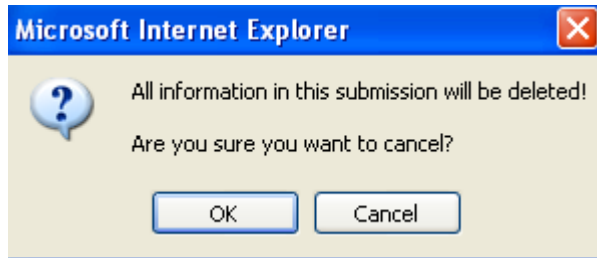


3. The screen will refresh with the message “Submission sent to HUD Successfully” at the top of the page.

-  Once sent to HUD the status will change from “In Process” to “PPSD Review.”
-  *Note: Make sure at least one individual is in the company before sending it to HUD.*
-  *If the participants in your organization structure have previous participation that is different from the applicant, they are required to submit their own 2530 for this submission.*

## 15.4 Canceling the Submission

1. You may cancel the submission if you entered incorrect information or no longer wish to send the 2530 submission, by clicking  .
2. A warning displays.



3. Click  to cancel the submission.

## 15.5 Querying the Submission

Refer to Chapter, 17, Submission Queries