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Organization Change – Court Order/Inheritance

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Revision Sheet

Revision No.	Date	Revision Description

15.0 Organization Change – Court Order/Inheritance

15.1 Creating a Court Order/Inheritance Submission

1. The Organization Change Submission is a Wizard process that will take you through each of the steps. On the APPS home page select “Create Submission” from the Submission Processing drop-down list.

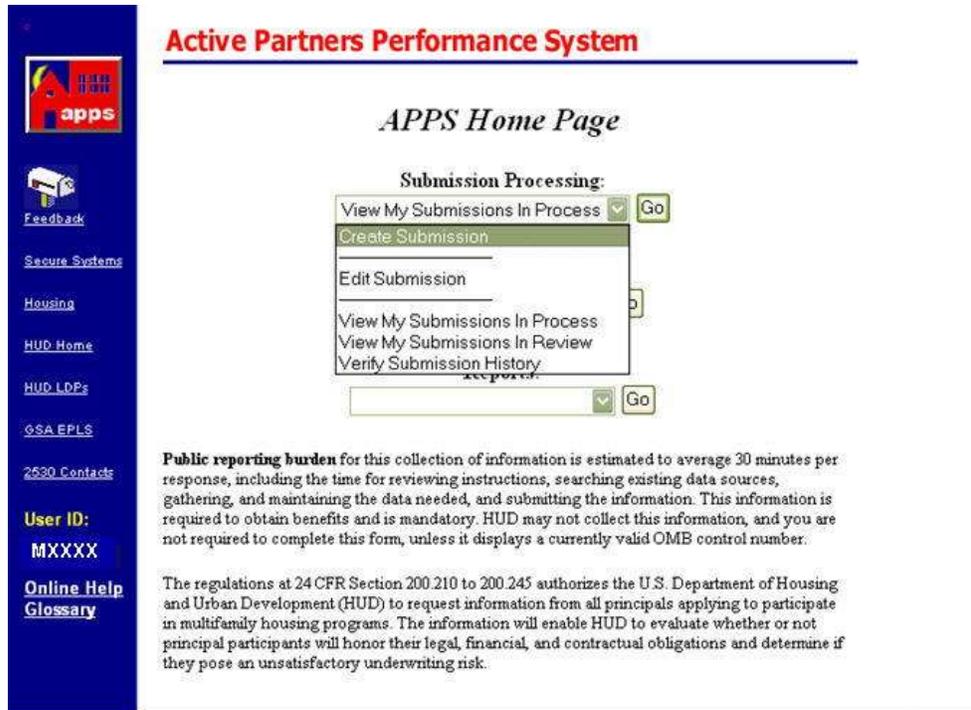


Figure 15-1: APPS Home Page

2. Click . The Create Submission screen displays.

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Create Submission

TIN: (no dashes)
or
SSN: (no dashes)

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Last Updated: May 12, 2004

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User ID:
M11125

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Figure 15-2: Create Submission

3. Enter the applicant's TIN or SSN.
4. Click . The Create Submission screen will display.

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Create Submission

Select the type of submission you would like to create:

Organization Change

Submit

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Figure 15-3: Create Submission

5. Select Organization Change from the type of submission you would like to create drop down menu.
6. The screen will refresh with a warning that by clicking on the Submit button it would lock your baseline.

Figure 15-4: Create a Submission Screen

7. If you would still like to proceed Click . The 2530 Submission Select a Reason screen will display.

8. Click . The 2530 Submission Select a Reason screen will display.

✍ If the applicant is involved in a submission currently under review, the warning, “The applicant currently has (or is part of) a submission in process or in review” will display.

9. Select the Reason for the submission from the Organization Change reason drop-down menu. (“Court Order/Inheritance”).



Figure 15-5: 2530 Submission Select a Reason Screen

- Click . The 2530 Edit Organization Structure screen will display

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2530 Submission
Edit Organization Structure

Submission ID: 11667 Reason: Organization Change (Court Order/Inheritance)
 Applicant: Test 3 Corporation (600000003) Current Status: In Process, 05/15/2006
 Parent Participant: Test 3 Corporation (600000003), Cincinnati, OHIO

To add the new principal (inheritor), select "Add Principal". To remove the old principal (donor), select "Remove Participant" or to reduce the percentage or ownership select "Edit Participant".

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization	Direct Previous Participation	Certified	Change
<input type="radio"/>	Doe, James (111222666)	Individual	Member	3	05/22/2005	No	Yes	
<input type="radio"/>	Test 2 Corp (111222888)	Organization	Member	23	06/12/2005	No	Yes	

Buttons: Add Principal, Edit Principal, Remove Principal, Previous Step, Next Step, Save & Exit, Cancel Submission

[APPS Home Page]

Figure 15-6: 2530 Submission Edit Organization Structure Screen

15.2 Adding a Principal (Individual)

Refer to Chapter 11, Organization Change- Major Section 11.2, Adding a Principal

Note: You can add an individual, but not an organization, as a principal in a Court Order/Inheritance Submission. You must have atleast one individual in the organization structure in order to complete a Court Order Inheritance submission.

If you enter the TIN of an organization that is not in the APPS database the message, " The organization does not exist. Contact HUD to create the organization record" will display.

15.3 Sending a Submission to HUD

1. Click on Next Step until you reach the 2530 Submission Send to HUD page. 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 Approved without 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 Printing the Signature List and Previous Participation Certification

Refer to Chapter 17, Printing Submissions