



A CMS Medicare Administrative Contractor  
P.O. Box 7149 Indianapolis, IN 46207-7149

<http://www.NGSMedicare.com>

[Month DD, YYYY]

[Provider/Supplier Name]  
[Address 1, Address 2]  
[City, State Zip]

Dear [Provider Name/Supplier Name (AO)],

Every five years, CMS requires you to revalidate your Medicare enrollment record. You need to update or confirm all the information in your record, including your practice locations and reassignments.

We need this from you by **[Due date, as Month DD YYYY]**. If we don't receive your response by then, we may stop your Medicare billing privileges.

If you are a non-certified provider or supplier, and your enrollment is deactivated, you will maintain your original PTAN, however you will not be paid for services rendered during the period of deactivation. This will cause a gap in your reimbursement.

**What record needs revalidating by [Due date, as Month DD YYYY].**

[Name] | NPI [NPI] | PTAN [PTAN]

Reassignments: [Legal Business Name] | [dba Name] | [State abbrev.] | Tax ID [Tax ID, mask all but last 4 digits]

CMS lists the records that need revalidating at [go.cms.gov/MedicareRevalidation](https://go.cms.gov/MedicareRevalidation).

### What you need to do

**Revalidate your Medicare enrollment record**, through <https://pecos.cms.hhs.gov/pecos/login.do>, or form CMS-855.

- Online: PECOS is the fastest option. If you don't know your username or password, PECOS offers ways to retrieve them. Our customer service can also help you by phone at 866-484-8049.
- Paper: Download the right version of form CMS-855 for your situation at [cms.gov](https://cms.gov). We recommend getting proof of receipt for your mailing. Mail to [contractor address].

If you have a fee due, use PECOS to pay. If you feel you qualify for a hardship waiver, mail us a request on practice letterhead with financial statements, application form, and certification. For more on fees and exceptions, search [cms.gov](https://cms.gov) for "CR 7350" or "Fee Matrix".

A new Electronic Funds Transfer (EFT) Authorization Form (CMS-588) is only required to be submitted as part of your revalidation package if the current version, approved by the Office of Management and Budget (OMB), is not on file with Medicare. The current version of the form can be found at <http://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/CMS588.pdf>.

If you need help

Visit [go.cms.gov/MedicareRevalidation](http://go.cms.gov/MedicareRevalidation)

Call *[contractor phone #]* or visit [www.ngsmedicare.com](http://www.ngsmedicare.com) for more options.

Sincerely,

*[Jurisdiction]* Provider Enrollment

National Government Services, Inc.