

[Your firm name and logo]

[Business legal name]

[Address of record with the IRS]

[Date]

Internal Revenue Service

[Service center address where the business files its return]

Re: Request for Letter 147C, EIN Previously Assigned

Business: [Business legal name]

EIN: [XX-XXXXXXX]

Return filed: [Form 1120 / 1120-S / 1065 / 1040 Schedule C]

Dear Sir or Madam:

Request

Please send [Business legal name] a Letter 147C confirming the employer identification number assigned to it.

Reason

[Payer name] sent us a second backup withholding notice ("B notice") dated [date] for account [number], stating that our name and EIN do not match IRS records. The payer needs the IRS to validate our EIN on Letter 147C. A copy of the notice is enclosed.

Name on record (optional)

Our legal name is [Business legal name]. We have also used the trade name [trade name], which may explain the mismatch.

Where to send the letter

Please mail the letter to the address above[, or fax it to (fax number), attention (name)].

Authorization

I am the [owner / president / general partner / managing member] of [Business legal name] and am authorized to make this request.

Representative (optional)

Our representative, [Name], [CPA / EA / attorney], may also be contacted at [phone]. A Form 2848 [is on file / is enclosed].

Sincerely,

[Name]

[Title]

[Daytime phone]

Signature: _____ Date: _____

Enclosure: copy of second B notice dated [date]

[Enclosure: Form 2848, if the representative signs or is not yet on file]