

[Your firm name and logo]

[Firm name]

[Date]

[Client contact name]

[Business legal name]

Re: Proof of your EIN for our records

Dear [Client contact name],

What we need

To set up [payroll / your tax filings / your bank account], we need a copy of an IRS document that shows your business name and EIN together. A photo of a W-9 or a past return is not enough for this purpose.

If you still have it

If you kept the notice the IRS mailed when it assigned your EIN (titled CP575), or the confirmation letter printed at the end of the online application, a clear scan of all pages is all we need.

Download it (corporations, partnerships, sole proprietors) (optional)

If you lost it, you can download a digital CP575 from the IRS Business Tax Account: sign in at irs.gov, choose [Business legal name], open Tax Records and download the EIN verification letter. Only [an officer / a general partner / the owner] can see this page. For a corporation, only an officer who received a W-2 from the business for the latest year can see it.

Call instead (Schedule C or F LLCs, trusts, estates, or a corporation whose officer gets no W-2) (optional)

Business Tax Account has no download for your business. Please call the IRS business line and ask for Letter 147C, EIN Previously Assigned. Have a fax number ready, or the IRS will mail it to the address it has on file. If you prefer, sign the enclosed Form 8821 and we will make the call for you.

Check before you send

Please check that the name and address on the letter match your current details. If they do not, tell us before you send it to anyone else: we may need to update the IRS record first.

Deadline

Please upload it by [date]. We will remind you until it arrives.

Best regards,

[Your name]

[Firm name]

[Phone] | [Email]

[Enclosure: Form 8821, prepared for your signature]