

[Your firm name and logo]

[Firm name]

[Date]

[Client contact name], [Title]

[Business legal name]

EIN: [XX-XXXXXXX, or "unknown"]

Re: Replacing your lost EIN letter

Dear [Client contact name],

What happened

The IRS cannot reprint the notice it mailed when your EIN was assigned. It can issue a replacement, Letter 147C, to you or to someone you authorize.

What we ask you to sign

Enclosed is Form 8821, Tax Information Authorization, naming [Firm name] as your designee. We have checked box 4 and written "SS-4, EIN Application, or 147C letter" on it, as the IRS asks for this request. Please check the business name and address, sign and date it, and return it by [date].

What the form allows

Form 8821 lets us receive your tax information for the matters listed. It does not let us represent you, sign for you or change anything on your IRS account.

What we will do

Once we have the signed form, we will call the IRS (the Practitioner Priority Service, 866-860-4259, or the business and specialty tax line), fax the signed form to the representative during the call, ask for Letter 147C, EIN Previously Assigned, and ask for it by fax to our office. We will send you a copy and keep one in your file.

If you would rather call yourself (optional)

You can call the same line directly. Please have your legal business name, EIN, IRS address of record, your title and a fax number ready. Without a fax number, the IRS mails the letter to the address it has on file.

If your address has changed (optional)

The IRS still has [old address] for your business. We suggest filing Form 8822-B first, so that any letter mailed reaches you.

Thank you,

[Your name]

[Title], [Firm name]

[Phone] | [Fax] | [Email]

Enclosure: Form 8821 (prepared, unsigned)