

[Your firm name and logo]

[Your company or firm name]

[Address]

[Date]

[Vendor legal name as on your records]

Attn: [Accounts receivable / owner]

[Vendor address]

Re: Taxpayer identification number on file, vendor ID [number]

Dear [Vendor contact name],

Why we are writing

Before we file information returns, we check each vendor's name and taxpayer identification number with the IRS. The name and EIN you gave us on Form W-9 dated [date] did not match IRS records: [Name on file], EIN ending in [last four digits].

The usual cause

This often happens when a trade name or "doing business as" name is entered instead of the legal name the IRS holds for the EIN. It can also be a typing error on either side.

What we need from you

Please send, by [date]: (1) a new Form W-9 with your legal name on Line 1 and any trade name on Line 2; and (2) a copy of your IRS EIN letter, either Letter 147C or the CP575 notice. The name on the letter should match Line 1 of the W-9.

How to get the EIN letter (optional)

If you do not have it, eligible businesses can download a digital CP575 from the IRS Business Tax Account. Otherwise, call the IRS business line and ask for Letter 147C.

Payments in the meantime (optional)

We will [continue to pay invoices as usual / hold payment of invoice (number)] while we update our records. If the IRS later tells us the information is incorrect, the law may require us to withhold tax from future payments.

How to send it

Please upload the documents through the upload link in this message, or mail them to the address above. Do not send your EIN by unencrypted email.

Thank you,

[Your name]

[Title]

[Phone] | [Email]