

[Your firm name and logo]

[Firm name]

[Firm address]

[Date]

[Client contact name]

[Business legal name]

[Business address]

Re: Form 8822-B, change of [address / location / responsible party]

Dear [Client contact name],

Why we are writing

You told us that [describe the change] on [date of change]. The IRS needs to hear about it on Form 8822-B so that its notices reach the right address and the right person.

Deadline (optional)

A change of responsible party must be reported within 60 days, which for you means by [date]. Please return the items below by [date] so we can mail the form with time to spare.

Business identification (Line 4a and Line 4b)

Please confirm the legal name exactly as it appears on your EIN letter or last federal return: [Business legal name], EIN [XX-XXXXXXX]. If the name itself has changed, tell us: that update needs a separate letter to the IRS.

Addresses (Lines 5 to 7) (optional)

Old mailing address on file: [old address]. New mailing address: [new address]. New business location, if different: [location]. Tell us if you would like IRS mail sent in care of our firm instead.

New responsible party (Lines 8 and 9) (optional)

Please send the full legal name of the person who now controls the business and its funds, with their SSN or ITIN, and a copy of the document that made the change, such as [the purchase agreement / board resolution / amended operating agreement]. This must be a person, not a company or a formation service.

Signature (Line 10)

The form must be signed by an owner, officer, general partner, LLC member manager or authorized representative. We will send it to [name, title] for signature on [date]. If you prefer that we sign as your representative, we will also need a signed Form 2848.

Home address (optional)

If you also moved home, the IRS uses a separate form, Form 8822, for your personal address. We can prepare it at the same time.

What happens next

We will mail the signed form to the IRS address for your old business location and keep proof of mailing. Processing generally takes several weeks. After that, we will order an entity transcript or ask you to download a new EIN letter, so your bank and payroll provider see matching details.

Thank you,

[Your name]
[Title], [Firm name]
[Phone] | [Email]