If you do not have a copy of the Employer Identification Number (EIN) Certification Letter that was sent to you when your business was assigned an EIN (Example A), please contact the Internal Revenue Service (IRS) Business & Specialty Tax Line at 1-800-829-4933 or 1-800-908-9982 to request a replacement certification letter. The IRS refers to this replacement letter as "LTR-147C" (Example B). If your legal business name has recently changed, we can also accept the LTR-252C.

Example A: Original EIN Certification Letter (SS-4)

Example B: Replacement EIN Certification Letter (LTR-147C)