

# IRS EIN Documentation

11/08/2024 2:34 pm CST

## Overview

When you first get an EIN Number, the IRS sends you an EIN Confirmation Letter (CP 575).

If you got your EIN Number online, you can download the CP 575 online. If you got your EIN Number by mail or fax, the IRS will mail you a CP 575 (it's mailed to the address you listed on 4a and 4b of Form SS-4; takes 4-6 weeks to arrive)



If you are a Third Party Designee, you cannot download the CP 575 if applying online. The CP 575 will be mailed to the EIN Responsible Party.

This article will review:

- [CP 575 vs 147C](#)
- [How to get a 147C EIN Verification Letter](#)
- [How to Call the IRS and get a 147C Letter](#)
- [What If I Lose the Confirmation?](#)
- [References](#)

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## CP 575 vs 147C

The CP 575 and 147C are technically different letters, however, they are both official letters from the IRS and can be used for all business matters.

**Here is what an EIN Confirmation Letter (CP 575) looks like:**

Date of this notice: [REDACTED]

Employer Identification Number:  
[REDACTED]

Form: SS-4

Number of this notice: CP 575 G

For assistance you may call us at:  
1-800-829-4933

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

**WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER**

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN [REDACTED]. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at [www.irs.gov](http://www.irs.gov). If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

**IMPORTANT REMINDERS:**

- \* Keep a copy of this notice in your permanent records. **This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you.** You may give a copy of this document to anyone asking for proof of your EIN.
- \* Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- \* Refer to this EIN on your tax-related correspondence and documents.

If you have questions about your EIN, you can call us at the phone number or write to us at the address shown at the top of this notice. If you write, please tear off the stub at the bottom of this notice and send it along with your letter. If you do not need to write us, do not complete and return the stub.

Your name control associated with this EIN is CAME. You will need to provide this information, along with your EIN, if you file your returns electronically.

Thank you for your cooperation.

EIN Confirmation Letter CP575 for LLC

**Here is what an EIN Verification Letter (147C) looks like:**



CINCINNATI OH 45999-0038

In reply refer to: [REDACTED]  
LTR 147C 0  
000000 00

BODC: SB

Employer identification number: [REDACTED]

Dear Taxpayer:

Thank you for your inquiry of [REDACTED].

Your employer identification number (EIN) is [REDACTED]. Please keep this letter in your permanent records. Enter your name and EIN on all federal business tax returns and on related correspondence.

You can get any of the forms or publications mentioned in this letter by visiting our website at [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or by calling 800-TAX-FORM (800-829-3676).

If you have questions, you can call us at 800-829-0115.

If you prefer, you can write to us at the address at the top of the first page of this letter.

When you write, include a copy of this letter, and provide your telephone number and the hours we can reach you in the spaces below.

Telephone number ( ) \_\_\_\_\_ Hours \_\_\_\_\_

Keep a copy of this letter for your records.

Thank you for your cooperation.

EIN Verification Letter 147C for LLC

## How to get a 147C EIN Verification Letter

The only way to get an EIN Verification Letter (147C) is to call the IRS at 1-800-829-4933.

For security reasons, the IRS will never send anything by email. Instead, the IRS will send you an EIN Verification Letter (147C) two ways:

- by mail
- by fax (you can use an actual fax or a digital/online fax)

## 147C by Mail

If you choose mail, it can take 4-6 weeks before your EIN Verification Letter (147C) arrives.

The IRS will mail your 147C Letter to the mailing address they have on file for your LLC. You'll be able to confirm this address when you're on the phone with the IRS agent.

## 147C by Fax

If you choose fax, the IRS will fax you the 147C Letter while you're on the phone.

Tip: The IRS agent will ask, "Do you have a private and secure fax next to you?" If you are using a digital/online fax, say yes.

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## How to Call the IRS and get a 147C Letter

- Call the IRS at 1-800-829-4933 (the "business and specialty tax line").
- Press option 1 for English.
- Press option 1 for Employer Identification Numbers.
- Press option 3 for "If you already have an EIN, but you can't remember it, etc."
- Tell the IRS agent that you have an LLC and need an EIN Verification Letter (147C).
- The IRS agent will ask a few security questions to confirm you own your LLC.
- Tell the IRS agent whether you'd like to receive the 147C Letter by mail or fax.

Tip: Only an owner of your LLC can request a 147C Letter. No one else can call for you, unless they have a Power of Attorney on file with the IRS. If you have a Single-Member LLC, refer to yourself as the "owner" (instead of Member). If you have a Multi-Member LLC, refer to yourself as a "partner" (instead of a Member).

Congratulations! You have successfully requested a 147C, EIN Verification Letter for your LLC. We recommend making a few copies and keeping them with your business records.

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## What If I Lose the Confirmation?

Some people lose the CP 575 EIN Confirmation Letter and need an official copy of their LLC's EIN Number for things like opening an LLC bank account.

The IRS only issues the EIN Confirmation Letter (CP 575) one time. You can't get this letter again. In fact, "CP" means the letter was auto-generated by a computer. So even if you call the IRS, no one there can recreate the CP 575.

However, there is good news. You can still get an official "EIN Letter" from the IRS. It's just not called an EIN Confirmation Letter (CP 575).

Instead, it's called an EIN Verification Letter (147C).



The full name of the 147C is actually EIN Verification Letter 147C, EIN Previously Assigned.

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## References

IRS: [Lost or Misplaced Your EIN](#)

IRS: [Telephone Assistance Contacts for Business Customers](#)

IRS: [About Form SS-4, Application for Employer Identification Number](#) **EIN**

IRS: [Internal Revenue Manuals 21.7.1 BMF/NMF Miscellaneous Information](#)

IRS: [Internal Revenue Manuals 21.7.13 Assigning Employer Identification Numbers](#) **EINs**

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