**Guide for Confirming your Employer Identification Number (EIN)**

**What to do when you call the IRS:**

1. Dial **1-800-829-4933**
2. Listen to the welcome message then Press or say “1” for English or press or say “2” for Spanish
3. Listen to the next message then press or say “3” when you hear: “If you are calling because you already have an EIN…”
4. Stay on the phone until an IRS agent answers. You might have to wait 30 minutes or more.
5. Tell the agent:
	* Your name
	* Your Social Security Number
6. The agent may also ask you for this information:
	* Your date of birth
	* Your address
	* Your phone number
7. The agent may also ask: “Is anyone assisting you on this phone call?” If the agent asks this say, “no”, unless the person helping you is a lawyer or a Certified Public Accountant (CPA). Tell the agent that you are the EIN holder.
8. Ask the IRS agent to tell you what your EIN is and ask them to spell your name exactly as it appears on their records. This is the most important part of the call. Be sure you write down what the agent says they have on file, including your full first name, middle initial or name and your last name and surname (for example, jr. or sr.). Write the EIN and spelling of your name down and repeat it back to the IRS agent to make sure you have written it correctly.
9. After you write down the information, ask the IRS agent to send you a Letter 147c either by fax or by mail. This letter is a print-out from the IRS system that shows the EIN and your full name in the system.
	* 1. If you have a fax machine in your home, give the agent your fax number.
		2. If you do not have a fax machine, give the agent PPL’s fax number: 1-866-260-6260. This is the fax number that goes directly to the PPL Tax Team. If the IRS agent asks you if the 866-260-6260 number is ***your*** fax number, you must tell them no. If the IRS is not comfortable sending a fax to the PPL fax number, then that is OK. As the IRS agent to mail the Letter 147c to you.
	1. **After you get the information from the IRS, call your Case Manager**!
10. Tell your Case Manager the EIN that the IRS told you.
11. Tell your Case Manager the exact spelling of your name, according to the IRS.
12. Ask your Case Manager to give this information to Jess at ODDS.
13. Tell the Case Manager that you asked the IRS to mail you the 147c letter and it will be received in 7-10 days.

**What happens next?**

1. ODDS will send PPL the EIN and name information that you provided to your Case Manager.
2. PPL will update your payroll records, and contact you to let you know whether or not your EIN and name combination is correct after checking the information against IRS records.
3. When you receive your IRS Letter 147c either by fax or mail, send it immediately to PPL using one of these options:

Fax: 1 – 866 -260-6260

 or

Mail: Public Partnerships

 Attn: Enrollment Department

P.O. Box 50040

Phoenix, AZ 85076

**Other tips to know:**

* The IRS answers calls from 7 a.m. - 7:00 p.m., taxpayer local time.
* Early morning or late afternoon are the best times to call the IRS.
* The IRS can send your Letter 147c to a P.O. Box