

EIN Verification

Verification of the EIN (Employer Identification Number) or the TIN (Federal Tax Identification Number) is a requirement for every customer. The following are ways of obtaining verification:

1. A form SS-4 letter or similar form directly from the IRS, which is issued when the company is newly formed and initially applies for an EIN.
2. A tax return that has been prepared by a third party and signed by both an officer of the company listed on the tax return as well as the third party preparer of the tax return (both signatures are necessary).
3. Companies using EFTPS to make tax payments can use their enrollment letter as verification. A list of clients' EIN's can be obtained through EFTPS as well.

In the event that this EIN information has been misplaced or is unavailable, EIN verification form 147-C is acceptable and may be obtained by having an authorized person/officer of the company call the IRS at (800)829-0115. This form may be faxed or mailed. Having form 147-C faxed to the authorized person/officer will result in quickest turnaround. While on the phone with the IRS, verification that fax is received must be communicated. Therefore, the phone call must be made from a line not connected with the fax. If the form must be mailed, it will take 2 weeks to receive at the company address.

