

How to obtain a confirmation letter (147C letter) of the employer identification number (EIN)

If your clergy and/or employees are unable to E-File their income tax returns because of a problem with your FEIN or EIN (federal employer identification number), you can contact the IRS (Internal Revenue Service) to request a confirmation letter. We recommend you contact the IRS before November 30 to get the correct information to resolve any discrepancies before completing the Forms W-2 that are due at the end of January.

Following are two ways for this to be done. It is recommended to call for faster response. Be prepared to be on hold for a while as many others are also doing this,

1. Dial 1-800-829-4933
 - a. When the call is answered, press 1 for English
 - b. Next you will be asked to press 1 for information related to your FEIN or EIN
 - c. Next you should choose 3-You have an FEIN or EIN but need a confirmation number
 - d. You will need to have the FEIN or EIN number, name and address you have been using on your 941 forms, W-2 forms and or 1099 forms. Listen closely and answer the questions the best you can.

OR

2. Write: Internal Revenue Service
ATT: Entity Department
Ogden, UT 84201
 - a. You will need to have the name and address of the church or entity that you have been using on your W-2 forms, 1099 forms, or form 941.
 - b. You will need to request a "147C verification letter" in your letter to the IRS.