

Tax ID Number

Employee Identification Number (EIN)

The Tax ID identifies the tax entity that will be receiving the payments from third parties.

A W-9 will be requested by the payers for proof of the LHD tax ID number

In some cases a IRS 147C Verification letter will be requested to verify EINs.

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

IRS 147C Form

The best way to ask the IRS for Form 147C is to call them on the phone during business hours. Under ordinary circumstances you also want to have a fax machine ready, or have the information sent to a fax number (or virtual fax) so you can get an exact copy of what the Internal Revenue Service has on file. Their phone number is **1-800-829-4933** and they are in between 7AM and 10PM on weekdays.

Why is this form so important? A very small difference in punctuation (like using periods, commas, or an ampersand ("&") in your business name can create a mismatch if the IRS and your credit card processing company has slightly different information. This data could have been entered incorrectly, or transcribed in error, at any point in the past by you, your processor, or the IRS representative that typed it in. Also, your business entity name may contain LLC, Corporation, Corp. or other designations that you normally don't bother to use with customers. If you want to avoid a 28% withholding penalty over a clerical order, it is essential that you take the time to match up your Taxpayer ID number from Form 147C with whatever your processor has on file. Typically, the processor should be modifying the entity

name and TIN number (which could be an EIN or social security number, depending on the setup) to match what the IRS has on file. Hopefully, the IRS record matches the identity of your business when it was incorporated, or else it may be necessary to get this information modified. Once you get the form faxed over to you, make sure to scour over every detail as it relates to the information your banks and processors have on file. Note that a single party's mistake can cause a mismatch, so even if the IRS has an exact match with your business name, your processor or bank could have failed to transcribe information exactly.