

Employer information

To become an employer for the OR FMAS program you need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS). When you complete your employer enrollment forms and send them to Public Partnerships LLC, we use the information you give to us to ask the IRS to assign an EIN to you. Sometimes the IRS tells us that potential employers have an “existing EIN”. When this happens, only you can get your “existing EIN” from the IRS by asking them for a “147c letter”. The letter will confirm the employer name and EIN connected with the personal security information that you will provide to the IRS.

The only way to ask the IRS for a 147c letter is to call them. The IRS offers the following options:

OPTION #1: Use this option if you speak English or Spanish and can call the IRS on your own.

- 1) Before calling the IRS, you should know what your Social Security Number or ITIN is. The IRS will ask you for this information.
- 2) Call the IRS at 1-800-829-4933. After selecting “English or Spanish”, dial extension #1, then extension #3.
- 3) When the IRS agent answers the phone, they will ask you some questions to confirm your identity.
- 4) Next, the IRS agent will ask why you are calling. Tell them that you would like them to send you a 147c letter so you have confirmation of your EIN.
- 5) The IRS agent will offer to fax the letter to you immediately. This is the fastest way to get the 147c letter. If you do not have a fax machine that is okay. You can ask the IRS to send you the letter in the mail. The letter should arrive at your address in seven business days or so.

OPTION #2: Use this option if you do not speak English or Spanish.

- 1) Find someone who can interpret for you in English.
- 2) Put your phone on speakerphone. The IRS needs to hear your interpreter ask you the question and they need to hear you give a response. Your interpreter will repeat your response to the IRS in English.
- 3) Call the IRS with your interpreter (1-800-829-4933) and select “English”, dial extension #1, then extension #3.
- 4) When the IRS agent answers the phone, your interpreter will need to explain that they will interpret the IRS’s questions to you and interpret your answer back to the IRS.
- 5) Next, the IRS agent will ask your interpreter why you are calling. Tell them that you would like them to send you a 147c letter so you have confirmation of your EIN.
- 6) The IRS agent will offer to fax the letter to you immediately. This is the fastest way to get the 147c letter. If you do not have a fax machine that is okay. You can ask the IRS to send you the letter in the mail. The letter should arrive at your address in seven business days or so.

OPTION #3: Use this option if you are not able to speak to the IRS on the phone.

Ask someone to represent you as your Power of Attorney (POA) and talk to the IRS on your behalf.

- 1) You and your POA will need to complete the IRS Form 2848 and have it ready to send to the IRS via fax during the phone call with the IRS. The form can be downloaded from the IRS at: <https://www.irs.gov/pub/irs-pdf/f2848.pdf>.
- 2) Make sure that the words “147c Letter” are written in the ‘Tax Form Number’ field in section 3 of Form 2848. The section looks like this:

3 Acts authorized (you are required to complete this line 3). With the exception of the acts described in line 5b, I authorize my representative(s) to receive and inspect my confidential tax information and to perform acts that I can perform with respect to the tax matters described below. For example, my representative(s) shall have the authority to sign any agreements, consents, or similar documents (see instructions for line 5a for authorizing a representative to sign a return).

Description of Matter (Income, Employment, Payroll, Excise, Estate, Gift, Whistleblower, Practitioner Discipline, PLR, FOIA, Civil Penalty, Sec. 5000A Shared Responsibility Payment, Sec. 4980H Shared Responsibility Payment, etc.) (see instructions)	Tax Form Number (1040, 941, 720, etc.) (if applicable)	Year(s) or Period(s) (if applicable) (see instructions)

- 3) Make sure that your POA is prepared to answer personal security questions on your behalf. For example, the IRS will ask your POA for your Social Security Number or ITIN.
- 4) You and your POA will call the IRS (1-800-829-4933) and select “English or Spanish”, dial extension #1, then extension #3.
- 5) When the IRS answers the phone, your POA will need to tell the IRS that they are the POA and that they are ready to fax Form 2848.
- 6) Send the 2848 form to the fax number that the IRS agent provides.
- 7) Once the IRS agent receives the fax they will ask your POA to confirm your identity.
- 8) Next, the IRS agent will ask your POA why you are calling. Tell them that you would like them to send you a 147c letter so you have confirmation of your EIN.
- 9) The IRS agent will offer to fax the letter to you immediately. This is the fastest way to get the 147c letter. If you do not have a fax machine that is okay. You can ask the IRS to send you the letter in the mail. The letter should arrive at your address in seven business days or so.

AFTER YOU GET THE 147C LETTER...

Send a copy of the 147c letter to Public Partnerships by fax, e-mail, or mail.

Paperwork Fax: 1-844-399-6593

Paperwork E-mail: PPLORFMAS@pcgus.com

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OR FMAS
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