

Existing Employer Identification Number Process

Public Partnerships (PPL) requires an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) to manage state and federal employment taxes on your behalf as a household employer. You may already have an EIN if you operate or have operated a business as a sole proprietor. If the IRS informs PPL that an EIN is already associated with your name and Social Security Number (SSN), then PPL will notify and you will need to complete the Existing Employer Identification Number Process described below

→ **If you do not believe there is an EIN already associated with your Social Security Number:**

Please call PPL at 1-800-686-0734 to confirm that you have provided the correct SSN.

→ **If you have an EIN that is currently in use for a business:**

A new EOR must be chosen. PPL cannot accept EIN's that are in use.

→ **If you have an EIN that was in use for a business, but is no longer in use:**

1. Please call the IRS at 1-800-829-4933 to request Letter 147C to confirm the Employer/EIN combination. After selecting "English or Spanish", dial extension #1, then extension #3. If your previously established EIN has an associated D.B.A., request the IRS to remove it from the account. Then, request the IRS to fax or mail Letter 147C to you. If mailed, the letter should arrive within seven days. (Please note: PPL is not able to call the IRS for you behalf because we are not yet authorized to act on your behalf.)
2. An Entity Classification letter will need to be written & sent to the IRS. This letter must be written to the IRS, requesting your EIN be converted to a "Home Care Service Recipient" (HCSR). In this letter, please include your name, EIN number, address, home phone number and a statement reading "Please change my Sole Proprietor EIN so that it's recorded as a Home Care Service Recipient (HCSR) EIN. Please respond to this request confirming this change has been made". Mail this letter to:

Internal Revenue Center
Attn: Entity Unit
Cincinnati, OH 45999.

Please note: The IRS responds within 30 days of the received request.

SAMPLE ENTITY CLASSIFICATION LETTER

From: (Your name and address)

To:
Internal Revenue Center
Attn: Entity Unit
Cincinnati, OH 45999.

Entity Classification Letter

To whom it may concern,

I am requesting my Employer Identification Number (EIN) to be converted to a “Home Care Service Recipient” (HCSR). Please change my Sole Proprietor EIN so that it’s recorded as a Home Care Service Recipient (HCSR) EIN. I have include my full legal name, EIN number, address, home phone number below.

Legal name:
EIN number:
Physical Address:
City:
State:
Zip code:
Home Phone:

Please respond to this request confirming this change has been made.

3. Change of address. Please complete, sign, and date IRS Form 8822-B, Change of Address Business (attached). Please complete only lines 4a, 4b, and 5 using your business’ name, EIN, and address found on Letter 147C. Please remember to sign on line 10. PPL will file this form with the IRS to change your tax correspondence address for your business to PPL’s mailing address.
4. Once you retrieve IRS Letter 147C, the Entity Classification confirmation from the IRS, and you have completed and signed the IRS Form 8822-B, please fax or mail all three documents to PPL at the location below:

Fax: 1 (855) 347-4978
Mail: Public Partnerships
Attn: Enrollment Department
P.O. Box 50040
Phoenix, AZ 85076