

Guide for Participants with an Existing Employer Identification Number (EIN)

PPL has received your Employer of Record (EOR) packet to enroll with Public Partnerships, LLC. 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 are receiving this letter because the IRS has informed PPL that an EIN is already associated with your name and Social Security Number (SSN). You may already have an EIN if you operate or have operated a business as a sole proprietor. Before PPL can process your enrollment packet and begin paying for services, you must resolve this issue.

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

Please call your PPL customer service representative at 1-866-836-6792 to confirm that you have provided the correct SSN. You can also find the customer service contact information for your program on the PPL website. Go to www.publicpartnerships.com, click on “Programs” in the upper left side of the page, select your state, then select your program.

→ **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 your behalf because we are not yet authorized to act on your behalf.)
- 2) Once you retrieve IRS Letter 147C, please fax or mail the document to PPL at the location below:

Fax: Attn:Enrollment
 1 (866) 260-6260

Mail: Public Partnerships-GA DDW
 Attn: Enrollment Department
 P.O. Box 50040
 Phoenix, AZ 85076

Sincerely,

Public Partnerships, LLC