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INCORPORATED

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U.S.CUSTOMS BROKERS ♦ INTERNATIONAL FREIGHT FORWARDERS ♦ IATA AGENTS

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**LIST OF ACCEPTABLE FORMS FOR PROOF OF IRS NUMBERS**

**Note that Customs has emphatically stated that they will only accept IRS forms**

**which were created by the IRS (rather than forms which were submitted by the**

**importer to the IRS) as proof of a federal taxpayer identification number.**

List of Acceptable Forms:

* Form 147C: Verification of EIN
* SS-4 Letter
	+ Must be copy received from IRS, not the application form which was sent by Importer to the IRS
	+ May take the form of a “Tele-Tin” or “FaxTìn” form.
* Form 8109/8109C: Quarterly Tax Deposit Coupons (preprinted by IRS)
* Any fax verification form from the IRS

The following documents are ... not acceptable;

* Federal Income Tax Returns
* SS-4 Application
* W-9
* AIl State Forms

**Instructions on How to Obtain an IRS Verification Document**

**These instructions are meant to assist you ¡f you do not have, or cannot find, a copy of an IRS**

**form/letter which references your IRS/EIN number as well as the corporate name and address**

**associated with it. If you follow these simple steps, you should be able to get an acceptable form within 5-10 minutes.**

* An officer of the corporation should call the IRS at 1-800-829-0115
	+ Press ‘1” for English
	+ Choose Option 2 at the prompt
* Enter your EIN/IRS number on the telephone keypad
* From there, you will be transferred to an IRS representative
* The IRS representative will ask you some basic privacy information (e.g. legal name of the company, complete address, type oforganization i.e. partnership, corporation, S LLC, etc.)
* Once you’ve proven your identity by answering these basic questions, tell the IRS representative that you would like them to fax you a Letter 147C, which simply verifies, in writing, your IRS number. .
	+ The IRS will fax you a copy of the Letter 147C while you are on the phone with them.
	+ The original Letter 147C will be mailed to you