



## Guide to an Existing Employer Identification Number (EIN)

Public Partnerships LLC (PPL) has received your Employer of Record (EOR) packet to enroll with PPL. 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 VA Cardinal Care, through 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 PPL at 1-833-549-5672 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 the previously established EIN has an associated D.B.A. name, 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. **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 and 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

### **NOTE: The IRS responds within 30 days of the received request.**

3. Change of address. Complete, sign, and date IRS Form 8822-B, Change of Address – Business. Complete only lines 4a, 4b, and 5 using your personal 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.

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: 1-833-772-0991  
Attention: Enrollment

Mail: Public Partnerships LLC  
Attention: Enrollment Department  
17 Plaza Dr  
Suite 300  
Latham, NY 12110

Sincerely,  
Public Partnerships LLC