



EVERY PENNY ACCOUNTS
FINANCIAL

HOW TO CHANGE BUSINESS ADDRESS

IRS FORM 8822-B takes 4-6 weeks

or

Call and get it done FAST! IRS Business support

800-829-4933 (Option 1, Option 1, Option 3)

- Ask them to verify what address you have on file and update it if its incorrect.
- Also request an UPDATED EIN Confirmation letter with your new address by email or fax.
- ENSURE YOUR EIN LETTER matches your current business address.
- Open Monday - Friday 7 am - 7 pm taxpayer local time

Getting a replacement EIN letter -if you have not downloaded the letter when applied

You can call the IRS at the IRS Business Specialty Line and request a replacement EIN letter.

Phone number is 800-829-4933