



World Exchange, Inc.

Instructions on How to Obtain an IRS Verification Document

These instructions are meant to assist you if 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 of organization – i.e. partnership, corporation, LLC, etc.)
- Once you have 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.