Real example: how I filled the IRS EIN confirmation notice (CP 575)

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Recreated from my own filing, redacted. Bracketed values are placeholders. Get the current blank form from the IRS (the notice is generated at the end of the online EIN interview; there is no blank form) at https://www.irs.gov/businesses/small-businesses-self-employed/get-an-employer-identification-number. The EIN is free from the IRS and from nowhere else.

What to notice

My original is a scanned image, so this page is built from the public layout of the notice and the inventory of what mine says, not from the scan. The point of showing it is the address block: the IRS writes the LLC name on the first line and the owner on the second with the words SOLE MBR, which is how it labels a single-member LLC it treats as a disregarded entity.

Keep the notice where you can find it. The bank wants it to open the practice account, and every payer form that asks for a W-9 or a tax ID will expect the name and number exactly as printed here. When the S election in the tax lesson takes effect, the IRS sends a separate acceptance letter; this notice does not change.

Notice header

From	Department of the Treasury, Internal Revenue Service, Cincinnati, OH
Date of this notice	[date] (January 2023, the week the LLC was registered)
Employer Identification Number	[EIN]
Form	SS-4
Number of this notice	CP 575
For assistance you may call us at	[IRS phone number printed on the notice]
Addressed to	[PRACTICE NAME] ERIC RICHERS SOLE MBR [HOME ADDRESS], EUGENE, OR

Body of the notice, in outline

The notice runs one page plus a tear-off stub. In order, it says:

• We assigned you an EIN, and it is printed above; thank you for applying.

• The number belongs to the business entity named above. Use the name and EIN exactly as shown on every tax document, payment, and letter, because a mismatch delays processing.

• A short list of the federal returns the IRS expects from an entity of this type, with due dates. For a disregarded single-member LLC with no employees, that list is short.

• Keep this notice in your permanent records; you cannot get a duplicate on demand.

• The stub at the bottom carries the name, EIN, and address again, for mailing back if anything on the notice is wrong.