

REQUEST FOR CANCELLATION OF EMPLOYER IDENTIFICATION NUMBER (EIN)

Internal Revenue Service
Attn: EIN Operation
Cincinnati, OH 45999

From:

Business Name (as shown on EIN Application): _____

EIN: _____

Address: _____

City, State, ZIP Code: _____

Phone Number: _____

Reason for Cancellation:

Please cancel the Employer Identification Number (EIN) assigned to the entity identified above for the following reason(s): the business was never started, or the business has closed and will no longer operate. No tax returns were or will be filed using this EIN. The undersigned acknowledges that the EIN cannot be reused or reassigned to another business or entity.

Declaration:

I certify that the information provided is true, correct, and complete to the best of my knowledge. I understand that requesting cancellation of an EIN does not relieve the business from any tax liabilities incurred prior to cancellation and that any final tax returns must still be filed as required by law.

Signature: _____

Print Name: _____

Title/Position: _____

Phone Number: _____

Please mail this letter to the IRS at the address above. Retain a copy of this letter for your records. If you have any questions regarding this request, contact the IRS Business & Specialty Tax Line at 1-800-829-4933.

Authorized Signature

Date

Signature: _____

Date: _____

Original source of this document:

<https://lettertemplate-us.com/cancel-ein-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://lettertemplate-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.