

(Insert Date)

Internal Revenue Service

M/S 6273

Ogden, UT 84201

To Whom It May Concern:

I would like to update the information for my organizations' EIN. My name is [insert legal name], the Republican County Chair of [insert County Name] County. My social security number is \_\_\_\_\_\_\_\_\_. The EIN for this organization is [insert EIN number]. The name of the organization associated with EIN remains the same, however I wish to remove [insert former county chair’s name] as I am now the responsible and duly authorized officer of this organization. Please update the following information for this account:

Physical address:

Mailing address:

Phone number:

Regards,

[Written Signature]

[Insert name]

Republican County Chair of [insert County Name] County