

1. **Write the following letter to the IRS on the church's letterhead. This is only an example.** Replace the example information with your church information and fill in the places where you see a line, as indicated. If this example letter does not accurately reflect your current situation, you may make changes.

Current Date

IRS
Stop 343G
Cincinnati, OH 45999

RE: Church name
Church street address
Church City, state and zip
TIN: xx-xxxxxxx

To Whom It May Concern:

Old Church Name has recently changed their name to New Church Name. We request that you change your records to reflect this. The address and TIN listed above will remain the same. Attached you will find documentation that verifies the name change.

Also, we respectfully request you send us a 147C letter, so we may have record you have made this change.

Thank you for your assistance.

Sincerely,

Authorized church officer

Telephone number

2. **Mail the letter to the IRS.** Be sure to include documentation that shows you have legally changed the church's name, such as a statement from the SC Secretary of State, or other entity that has recognized your new name. In a few weeks, you should receive a reply from the IRS that shows they have changed your name.