

Approval of EIN Change

An EIN (Employee Identification Number) is a nine-digit number assigned by the IRS to identify the tax accounts of employers and certain others. When the grantee organization has changed the EIN associated with the award, it is necessary that the grant award, records and pay accounts are updated.

Documents Required

- A dated cover letter signed by the Authorized Organizational Representative (AOR) that includes:
 - Grant Award Number and Grantee Organization Name
 - Explanation of the EIN change and whether the change has financial impacts on the current approved work plan
 - Desired EIN suffix if known.
 - Effective date of change
- IRS determination Letter with current name and new EIN

Things to Check:

- ✓ ACL will verify with SAM.gov that the grantee has an active registration and the EIN is associated with the current DUNS. Please ensure the grantee's DUNS registration is current and active on www.sam.gov.

How to Submit Your Request:

All requests for EIN Change should be submitted by the grantee in Grants Management Module as a new amendment by accessing "Manage Amendments", click "New", select "ACL Change in Institution Name or EIN (Not Both) (Type 8)" and "Create Amendment". The first amendment will deobligate the funds from the existing EIN.

GrantSolutions has a training video showing grantees how to request and manage grant amendments – which include no-cost extension requests. This video is at the bottom of [this page](#)."

A second "ACL Change in Institution Name or EIN (Not Both) (Type 8)" must be awarded to reobligate to the new EIN. This amendment should be created and issued after PMS reflects the deobligation.