

## Account ID Type Correction Fax Form

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This form should only be filled out for misidentified accounts. These accounts contain a valid Employer Identification Number (EIN), but Social Security Number (SSN) was mistakenly selected as the Filer ID Type when the account was originally registered.

### Company Information

Company Name: \_\_\_\_\_

Company EIN: \_\_\_\_ - \_\_\_\_\_

Account Administrator's Name: \_\_\_\_\_

Direct Contact Telephone No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\_\_\_\_\_  
Account Administrator / Company Officer Signature

This form is *only* valid if the Account Administrator or a company officer signs the request. Signing this request acknowledges you are providing a valid Employer Identification Number (EIN), *not* a Social Security Number (SSN).

Once the fax is received, the request will be processed the next business day. Account changes may cause interruptions in the filing process. Do not submit any shipments between 8:00am- 9:00am of the next business day to ensure all Electronic Export Information (EEI) are submitted properly.

**Confidential**

Fax to: 1-301-562-7795