



Department of the Treasury
Internal Revenue Service

COPY

Notice	CP547
Notice date	
CAF number	
Fax number	123-456-6789

Name
Address
City, State Zip code

Message regarding your third party authorization

We assigned you a Centralized Authorization File (CAF) number

We received Form 2848, Power of Attorney and Declaration of Representative, or Form 8821, Tax Information Authorization, authorizing you as a third party to act or receive information on behalf of a taxpayer. We keep this information on a computerized Centralized Authorization File (CAF) and refer to your number as a CAF number. We assigned you the CAF number shown above.

What you need to do

Please refer to your CAF number when you contact us about the account of any taxpayer. If you're an authorized third party for more than one taxpayer, use the same CAF number. Include this number with your name and address on any documents you submit as an authorized third party. In addition, please include this number on any future Forms 2848 or 8821.

If we assigned you more than one CAF number and you didn't specifically request more than one, please fax a copy of each CP 547 notice you received to the fax number shown at the top of this notice using either a fax machine or online fax service. Protect yourself when sending digital data by understanding the fax service's privacy and security policies.

Include a page describing the situation and indicate which of the multiple CAF numbers you want to retain. If you don't indicate a preference, we'll keep the earliest number issued.

Next steps

You may change your address of record by supplying your new address on any subsequent Form 2848/8821 and checking the "Check if new" box. Alternatively, you can send written notification of the new address to the location where you filed the Form 2848 or Form 8821. You can find your filing location in the "Where To File Chart" for Forms 2848/8821 instructions.

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Additional information

- Visit [IRS.gov/cp547](https://www.irs.gov/cp547).
- Find tax forms or publications by visiting [IRS.gov/forms](https://www.irs.gov/forms) or calling 123-456-6789.
- You can submit authorizations using our online system which accepts electronic signatures. Visit [IRS.gov/taxproalt](https://www.irs.gov/taxproalt) to electronically submit authorization requests to a taxpayer's online account or submit Forms 2848 or 8821 online.
- Keep this notice for your records.

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