

Catholic Daughters of the Americas Instructions for Form 8822-B

Form 8822-B for a change of address for your registered EIN (Employee Identification Number) registered with the IRS. This number must have an up to date address filed with the IRS. If the IRS has returned mail and cannot locate a current address, you might lose your EIN number.

Complete the following:

- 4a – insert your Court Name and Number (no number if state court)

- 4b – your EIN number registered with the IRS and here at the National Office

- 6 – enter your Regent’s address – or court address. DO NOT enter the National Office address as we have our own EIN number.

- 8 - Regent’s Name

- 10 - Regent’s signature and date

Send form to the address indicated at bottom of form. It only needs to be addressed as
Department of the Treasury
Internal Revenue Service Center
(use OH or UT address)

DO NOT SEND IN POWER OF ATTORNEY FORM 2848 as this must be dated within 60 days of sending to IRS. You will be notified the appropriate time to send in this form.



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