

**HARROGATE HOUSE**  
**EIN NUMBER REQUEST FORM**  
(US RETAILERS ONLY)

Dear Customer,

In 1996, the US Customs Service put in place a Customs Statistical Reporting Requirement. It states that all goods crossing the border into the United States with an invoice amount exceeding \$2,000.00 must be accompanied by an EIN (Employer Identification Number) for companies or an SSN (Social Security Number) for individuals. This number is also required for the largest invoice, if the largest invoice amount in the shipment is less than \$2,000.00. Please note that the EIN is not the same as your retail sales tax number.

**We print this number on our invoice for the US Customs Service and it is not used or given to anyone else for any purpose.**

In order for us to keep our records current and to comply with this requirement, will you please fill in this form and fax it back to our office at (877) 723-2192.

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**Business Name**

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**Doing Business as (if different from the name above)**

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**Address**

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**City, State, ZIP Code**

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**EIN (Employer Identification Number) or SSN (Social Security Number)**

If you have any questions regarding this request, please call us at (800) 267-3108.

Thank you

306-1228 OLD INNES ROAD, OTTAWA, ONTARIO, CANADA K1B 3V3  
**TEL: (800) 267-3108      FAX: (877) 723-2192**