

Department of Industrial Relations
DIVISION OF LABOR STANDARDS ENFORCEMENT
Licensing & Registration Unit
1515 Clay Street, Ste. 1902
Oakland, CA 94612
Tel: (510) 285-3502 Fax: (510) 286-1366



Dear Applicant,

In order to qualify for a Car Washing and Polishing Registration in California, including a renewal, the Labor Commissioner, after investigation, needs to be satisfied as to the character, competency and responsibility of the person. As part of the application process, **you must complete an IRS Form 8821 and mail or fax it directly to the U.S. Internal Revenue Service (IRS) along with a copy of your email stating your online application has been received by DLSE or a copy of your completed car wash application (DLSE 666).** The IRS Form 8821 authorizes the IRS to provide DLSE with a tax clearance. Please allow 14 business days for the IRS to process your Form 8821.

All questions regarding completion of the Form 8821 must be directed to IRS. The DLSE will NOT be able to assist you in completing this form. To ensure that your IRS Form 8821 is processed without delay, please make sure that you provide all of the following information:

Line 1 (Please type or print clearly)

- Taxpayer's full name and business address;
- Social security number of the individual owner, general partners, an authorized corporate officer (if corporation), or an authorized member (if limited liability company);
- Applicant's employer identification number (EIN)
- Any other employer identification number assigned to any owner, partner, corporate officer, or member of the applicant business;
- Daytime telephone number (optional, but could help speed delays).

Line 7

- Print of type the name of the individual owner, general partner, authorized corporate officer and his/her title, or member (if limited liability company);
- The person listed as the "taxpayer" on Line 1 must sign and date the form.

Send the Form 8821 with a copy of your email stating your online application has been received by DLSE or a copy of your application to IRS at the following address:

IRS-DLSE
Mail Stop 4707
1973 Rulon White Blvd.
Ogden, UT 84201
Tel. No. 801-620-2400, Fax No. 1-855-235-8843