

# Employer Identification Number (EIN)

Employer Identification Number (EIN) Important Reminder:

- If it is absolutely necessary for a school district group to use school district's EIN for any forms or reporting:  
**Please do not allow a change of district name or district address - as everything must match what is reported on the district's 941**
- Address of record MUST be:
  - <Full School District Name>
  - c/o San Diego County Office of Education
  - 6401 Linda Vista Road, Room 607
  - San Diego, CA 92111-7319
- Please direct any EIN questions or letters received to the Payroll Services SS/MED/W2c unit.