

# Employer Identification Number

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## A. Introduction

1. An Employer Identification Number (EIN) is a federal identification number for your business. It is a nine-digit number that is similar to a Social Security number. However, it is formatted as 12-3456789 instead of 123-45-6789 on official forms. An EIN is also referred to as a Federal Tax Identification Number.
2. Applying for an EIN is free to do through the Internal Revenue Service. In fact, you can apply online at the IRS website and have your EIN within minutes.

## B. Follow these steps to apply online for an EIN for your business.

1. Determine eligibility. You may apply online if your business is located within the U.S. or a U.S. territory. Otherwise, you need to apply over the phone. The person applying must have a valid taxpayer identification number.
2. Apply at the IRS website. Visit the link to start your EIN application.
  - a. <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
  - b. You must complete this application in one session, as you will not be able to save and return at a later time. Your session will expire after 15 minutes of inactivity, and you will need to start over.
3. Select your business type. Are you a sole proprietor, partnership, corporation, LLC, estate, trust, or another type of entity?
4. Provide a reason for requesting an EIN. Are you starting a business, hiring employees for the first time, opening a bank account, changing the type of organization, or purchasing an active business?
5. Authenticate your personal information. Provide your personal information, including your Social Security Number and authenticate that you are eligible to apply for an EIN.
6. Business location. Share the address of the business (and mailing address, if needed).

7. Business information. Provide the name of your business, which county and state it's located and when and where it was formed.
  8. Receive EIN. Print out the confirmation letter with your EIN.
- C. Applicants are limited to one EIN per responsible party per day. You can also apply for an EIN by fax, mail, or telephone.
- D. The "responsible party" is the person who ultimately owns or controls the entity or who exercises ultimate effective control over the entity. Unless the applicant is a government entity, the responsible party must be an individual (i.e., a natural person), not an entity.