



## Tip Sheet for EIN

Go to this website to apply for EIN <https://sa.www4.irs.gov/modiein/individual/index.jsp>.

Click **Begin Application**.

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### EIN Assistant

**Important Information Before You Begin**  
Use this assistant to apply for and obtain an Employer Identification Number (EIN).  
[Do I need an EIN?](#)  
[Do I need a new EIN?](#)

**About the EIN Assistant**

- You must complete this application in one session, as you will not be able to save and return at a later time.
- For security purposes, your session will expire after 15 minutes of inactivity, and you will need to start over.
- You will receive your EIN immediately upon verification. [When will I be able to use my EIN?](#)
- If you wish to receive your confirmation letter online, we strongly recommend that you install [Adobe Reader](#) before beginning the application if it is not already installed.

**Restrictions**

- Effective May 21, 2012, to ensure fair and equitable treatment for all taxpayers, the Internal Revenue Service will limit Employer Identification Number (EIN) issuance to one per [responsible party](#) per day. This limitation is applicable to all requests for EINs whether online or by phone, fax or mail. We apologize for any inconvenience this may cause.
- If a [third party designee](#) (TPD) is completing the online application on behalf of the taxpayer, the taxpayer must [authorize the third party](#) to apply for and receive the EIN on his or her behalf.
- The business location must be within the United States or [U.S. territories](#).
- Foreign filers without an Individual Taxpayer Identification Number (ITIN) cannot use this assistant to obtain an EIN.
- If you were incorporated outside of the United States or the U.S. territories, you cannot apply for an EIN online. Please call us at 267-941-1099 (this is not a toll free number).

[Begin Application >>](#)

If you are not comfortable sending information via the Internet, download the [Form SS-4](#) PDF file and the instructions for alternative ways of applying.

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Choose what to of **origination** you have.

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### EIN Assistant

**Your Progress:** 1. Identify 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

**You have chosen Corporations.**  
Read the descriptions below and choose the type for which you are applying.

**Corporation**  
A corporation is a person or group of people who establish a legal entity by filing [articles of incorporation](#) with the state's secretary of state granting it certain legal powers, rights, privileges, and liabilities.

**S Corporation**  
The income of an S corporation generally is taxed to the shareholders of the corporation rather than to the corporation itself. However, an S corporation may still owe tax on certain income.

**Personal Service Corporation**  
A personal service corporation involves services in the fields of health, law, engineering, architecture, accounting, actuarial science, performing arts, or consulting.

**Real Estate Investment Trust (REIT)**  
A REIT is an investment vehicle established for the benefit of a group of real estate investors.

**Regulated Investment Conduit (RIC)**  
A RIC is a regulated investment company that applies to any domestic corporation that meets certain criteria.

**Settlement Fund (under IRC Sec. 468B)**  
A settlement fund is established for the principal purpose of settling and paying claims against the electing taxpayer under Internal Revenue Code (IRC) Section 468B.

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After you will have to choose to **continue** if you have chosen the right organization.

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**Please confirm your selection.**

Confirm your selection of Corporation as the type of structure applying for an EIN.

**What it is...**

- A corporation is a person or group of people who establish a legal entity by filing [articles of incorporation](#) with the state's secretary of state granting it certain legal powers, rights, privileges, and liabilities.

**What it is not...**

- A corporation is not a [sole proprietor](#) or [partnership](#).

If you need to change your type of structure, we recommend that you do so **now**, otherwise you will have to start over and re-enter your information. Additional help may be found by reviewing [all types of organizations and structures](#) before making your selection.

<< Change Type  Continue >>

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Then you will have to **choose why your business needs an EIN.**

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EIN Assistant

Your Progress: 1. Identify 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

Why is the Corporation requesting an EIN?

Note: If you were incorporated outside of the United States or U.S. territories, you cannot apply for an EIN online. Please call us at 267-941-1099 (this is not a toll free number). Please exit the application by clicking "Exit" above.

Otherwise, choose one reason that best describes why you are applying for an EIN.

- Started a new business**  
Select this option if you are beginning a new business.
- Hired employee(s)**  
Select this option if you already have a business and need to hire employees.
- Banking purposes**  
Select this option if the reason for applying for the EIN is strictly to satisfy banking requirements or local law.
- Changed type of organization**  
Select this option if you are changing the type of organization you currently operate, such as changing from a sole proprietor to a partnership, changing from a partnership to a corporation, etc.
- Purchased active business**  
Select this option if you are purchasing a business that is already in operation.

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Help Topics

- [I do not see my reason for applying here. What should I choose?](#)
- [What if more than one reason applies to me?](#)

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Then enter your **information** here. **Choose how you represent the business.**

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Your Progress: 1. Identify ✓ 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

Please tell us about the Responsible Party.

\* Required fields  
Must match IRS records or this application cannot be processed.  
The only punctuation and special characters allowed are hyphen (-) and ampersand (&).

First name \*   
Middle name/initial   
Last name \*   
Suffix (Jr, Sr, etc.)   
SSN/ITIN \*  -  -

- Choose One: \*
- I am the president, CEO, or other [corporate officer](#) who can [legally bind the corporation](#).
  - I am a third party applying for an EIN on behalf of this corporation.

Before continuing, please review the information above for typographical errors.

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Enter the address of where **your business is located**.

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Your Progress: 1. Identify ✓ 2. Authenticate ✓ 3. Addresses 4. Details 5. EIN Confirmation

Where is the Corporation physically located?

\* Required fields

The only special characters allowed for street and city are - and /.  
Note: Must be a U.S. address. Do not enter a P.O. box. [For military addresses click here.](#)

Street \*

City \*

State/U.S. territory \*

ZIP code \*

Phone number \*  -  -

Should the mail be directed to a specific person or department within your organization? (This is commonly referred to as the "Care Of" name.)

If yes, please enter name:

Do you have an address different from the above where you want your mail to be sent? \*  Yes  No

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Then enter **your business name** and when **your business started**.

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**EIN Assistant**

Your Progress: 1. Identify ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details 5. EIN Confirmation

Tell us about the Corporation.

\* Required fields

The only punctuation and special characters allowed are hyphen (-) and ampersand (&).  
The legal name may not contain any of the following endings: LLC, PLLC, LC.  
The trade name may not contain an ending such as "LLC", "LC", "PLLC", "PA", "Corp", or "Inc".

Legal name of Corporation (must match [articles of incorporation](#), if filed) \*

Trade name/Doing business as (only if different from legal name)

County where Corporation is located \*

State/Territory where Corporation is located \*

State/Territory where [articles of incorporation](#) are (or will be) filed \*

Date Corporation started or acquired \*

Closing month of accounting year \*

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How many employees do you have and how many employees do you have.

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### EIN Assistant

Your Progress: 1. Identify ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details 5. EIN Confirmation

#### Describe your employees.

\* Required fields

What is the first date wages or annuities were or will be paid? \*

Note: If applicant is a withholding agent, enter the date income will first be paid to a nonresident alien.

What is the highest number of employees expected in the next 12 months? \*

Number of agricultural employees

Number of other employees

Note: Total number of employees must be at least 1.

Do you expect your employment tax liability to be \$1,000 or less in a full calendar year? (January-December)? \*  Yes  No

Note: By selecting "yes", you are electing to file an annual employment tax return, [Form 944](#). If you prefer to file a quarterly return, [Form 941](#), select "no".

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#### Help Topics

- [What if I am not sure how many employees I will have?](#)
- [How do I know if my employment tax liability will be \\$1000 or less?](#)
- [What form should I file to report my employment taxes?](#)

Describe what your business does.

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### What does your business or organization do?

Choose one category that best describes your business. Click the underlined links for additional examples for each category.

- [Accommodations](#)  
Casino hotel, hotel, or motel.
- [Construction](#)  
Building houses/residential structures, building industrial/commercial structures, specialty trade contractors, remodelers, heavy construction contractors, land subdivision contractors, or site preparation contractors.
- [Finance](#)  
Banks, sales financing, credit card issuing, mortgage company/broker, securities broker, investment advice, or trust administration.
- [Food Service](#)  
Retail fast food, restaurant, bar, coffee shop, catering, or mobile food service.
- [Health Care](#)  
Doctor, mental health specialist, hospital, or outpatient care center.
- [Insurance](#)  
Insurance company or broker.
- [Manufacturing](#)  
Mechanical, physical, or chemical transformation of materials/substances/components into new products, including the assembly of components.
- [Real Estate](#)  
Renting or leasing real estate, managing real estate, real estate agent/broker, selling, buying, or renting real estate for others.
- [Rental & Leasing](#)  
Rent/lease automobiles, consumer goods, commercial goods, or industrial goods.
- [Retail](#)  
Retail store, internet sales (exclusively), direct sales (catalogue, mail-order, door to door), auction house, or selling goods on auction sites.
- [Social Assistance](#)  
Youth services, residential care facility, services for the disabled, or community food/housing/relief services.
- [Transportation](#)  
Air transportation, rail transportation, water transportation, trucking, passenger transportation, support activity for transportation, or delivery/courier service.
- [Warehousing](#)  
Operating warehousing or storage facilities for general merchandise, refrigerated goods, or other warehouse products; establishments that provide facilities to store goods but do not sell the goods they handle
- [Wholesale](#)  
Wholesale agent/broker, importer, exporter, manufacturers' representative, merchant, distributor, or jobber.
- Other

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Give a better description of what you have chosen.

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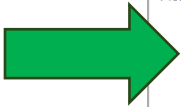
Your Progress: 1. Identify ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details 5. EIN Confirmation

You have chosen Social Assistance.

Please choose one of the following that best describes your primary business activity:

- Nursing home
- Shelter
- Youth services
- Other - please specify type of social assistance:

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Choose how you would like to receive your EIN number.



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**EIN Assistant**

Your Progress: 1. Identity ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details ✓ 5. EIN Confirmation

**How would you like to receive your EIN Confirmation Letter?**

You have two options for receiving your confirmation letter. Please choose one below:

- Receive letter online. This option requires [Adobe Reader](#).  
You will be able to view, print, and save this letter immediately. It will not be mailed to you.
- Receive letter by mail. The IRS will send the letter to the mailing address you provided - allow up to 4 weeks for delivery.

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