



How to obtain an EIN Employer Identification Number (EIN) Online:


This is a step by step instructions on how to obtain an EIN.

1. Click on this link: [APPLY ONLINE NOW](#) or go to the IRS Web site www.irs.gov click “apply for an Employer ID Number,” then choose the option that states, “Apply for an EIN online. Then, “Apply Online Now”

Once this link is open, proceed to application by clicking on the button shown here:

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 >>](#)

1) Individuals will need to select “Sole Proprietor”

EIN Assistant

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

What type of legal structure is applying for an EIN?

Before applying for an EIN you should have already determined what type of legal structure, business, or type of organization is being established.

Choose the type you are applying for. If you don't see your type, select “View Additional Types.”

[Sole Proprietor](#)

Includes individuals who are in business for themselves and household employers.

[Partnerships](#)

Includes partnerships and joint ventures.

[Corporations](#)

Includes S corporations, personal service corporations, real estate investment trusts (REIT), regulated investment conduits (RIC), and settlement funds.

[Limited Liability Company \(LLC\)](#)

A limited liability company (LLC) is a structure allowed by state statute and is formed by filing articles of organization with the state.

[Estate](#)

An estate is a legal entity created as a result of a person's death.

[Trusts](#)

All types of trusts including conservatorships, custodianships, guardianships, irrevocable trusts, revocable trusts, and receiverships.

[View Additional Types, Including Tax-Exempt and Governmental Organizations](#)

If none of the above fit what you are establishing, there are several others to choose from.

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2) Click here to continue the application process

1) Individuals will need to select "Sole Proprietor"

EIN Assistant

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

You have chosen Sole Proprietor.

Sole proprietor includes individuals who are in business for themselves, or household employees. Read the descriptions below and choose the type for which you are applying.

Sole Proprietor
A sole proprietorship is a business that has only one owner and is not incorporated or registered with the state as a limited liability company (LLC). A sole proprietor can be a self-employed individual or an independent contractor. Sole proprietors (self-employed individuals) report all business income and expenses on their individual tax returns ([Form 1040](#), U.S. Individual Income Tax Return, Schedule C, E, or F). A sole proprietor may or may not have employees.

Household Employer
You are a household employer if you have hired someone to do household work and [that worker is your employee](#). Household employees include: babysitters, nannies, au pairs, cleaning people, housekeepers, maids, drivers, health aides, private nurses, caretakers, yard workers, and similar domestic workers.

2) Click here to continue the application process

EIN Assistant

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

Please confirm your selection.

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

What it is...

- A sole proprietorship is a business owned by one individual.
- A sole proprietor can be a self-employed individual or an independent contractor.
- All business income and expenses are reported on the individual's federal income tax return.
- A sole proprietor may or may not have employees.

IMPORTANT: A sole proprietor may have only one EIN, regardless of the number of businesses you own or operate. If you already have an EIN, you must use that number for all of your sole proprietor businesses.

What it is not...

- The business cannot be [incorporated](#) or registered with the state as a [limited liability company \(LLC\)](#).

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.

2) Click here to continue the application process

EIN Assistant

Your Progress:

1. Identify

2. Authenticate

3. Addresses

4. Details

Why is the Sole Proprietor requesting an EIN?

(Why are you requesting an EIN?)

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.

2) Click here to continue the application process

1) "Banking Purposes" should be selected as that is the closest to the reason for obtaining an EIN

Please tell us about the Sole Proprietor.

* 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 *

2) Click here to continue the application process

Choose One: *

- I am the sole proprietor.
- I am a third party applying for an EIN on behalf of this sole proprietor.

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

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1) If you are applying for an EIN for yourself, select this option

EIN Assistant

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

Where is the Sole Proprietor 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.](#)

1) Your mailing address

Street *

City *

State/U.S. territory *

ZIP code *

Phone number *

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

2) Click here to continue the application process

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

EIN Assistant

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

Tell us about the Sole Proprietor.

* Required fields

The only punctuation and special characters allowed are hyphen (-) and ampersand (&).

The trade name may not contain an ending such as 'LLC', 'LC', 'PLLC', 'PA', 'Corp', or 'Inc'.

Name of Sole Proprietor

[Trade name/Doing business as](#) (if different from name)

County where Sole Proprietor is located *

State/Territory where Sole Proprietor is located *

Sole Proprietor [start date](#) *

1) Blank for Individuals

2) Current date

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


3) Click here to continue the application process

EIN Assistant

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

Tell us more about the Sole Proprietor.

* Required fields

- 1) 
- Does your business own a [highway motor vehicle](#) with a [taxable gross weight](#) of 55,000 pounds or more? *
- Does your business involve [gambling/wagering](#)? *
- Does your business need to file [Form 720](#) (Quarterly Federal [Excise Tax Return](#))? *
- Does your business sell or manufacture alcohol, tobacco, or firearms? *
- Do you have, or do you expect to have, any [employees who will receive Forms W-2](#) in the next 12 months? * (Forms W-2 require additional filings with the IRS.)
- Yes No
- Yes No
- Yes No
- Yes No
- Yes No

Before continuing, please review the information above.



Help Topics

[? What is Form 720?](#)

2) *Click here to continue the application process*

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.
- [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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2) *Click here to continue the application process*

1) *Select "Other" for the type of business*

EIN Assistant

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

You have chosen Other.

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

- Consulting
- Manufacturing
- Organization (such as religious, environmental, social or civic, athletic, etc.)
- Rental
- Repair
- Sell goods
- Service
- Other – please specify your primary business activity:

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3) Click here to continue the application process

1) Select "Other"

2) Enter "Fulfilling Federal Law Requirements"

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.



2) Click here to continue the application process



1) Select this option to receive your letter online providing your EIN.