

# How to get your EIN in 5 minutes or less!

The [Internet EIN](#) application is the preferred method for customers to apply for and obtain an EIN. Once the application is completed, the information is validated during the online session, and an EIN is issued immediately.

***NOTE: Hours of EIN Online Application are Monday through Friday 7 a.m. to 10 p.m. Eastern Time***

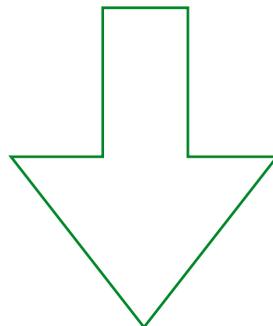
## **TO BEGIN:**

[CLICK HERE](#)



**CLICK the live link**

*And then use the following visual **STEP-BY-STEP** Instructional Guide (with actual screenshots) showing the Online EIN Application process; from start to finish.*



# 1 Step: Estimated Time: 5 seconds

**PAGE 1:**

**\*\*\*\*\* On the open webpage \*\*\*\*\***

Apply for an Employer Identification Number (EIN) Online



[Español](#)



**Hours of operation:** Monday through Friday 7 a.m. to 10 p.m. Eastern Time

## 1 Determine Your Eligibility...

- You may apply for an EIN online if your principal business is located in the United States or U.S. Territories.
- The person applying online must have a valid Taxpayer Identification Number (SSN, ITIN, EIN).
- You are limited to one EIN per [responsible party](#) per day.

## 2 Understand the Online Application...

- 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 Submit Your Application...

- After all validations are done you will get your EIN immediately upon completion. You can then download, save, and print your EIN confirmation notice.

Apply Online Now >

**CLICK:**

***Apply Online Now***



# Two Steps: Estimated Time: 5 seconds

**PAGE 2:**



**From "https://sa.www4.irs.gov":**  
THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY!  
Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. 7213A and

**OK**

(pop-up notice)

**CLICK:**

**OK**

## 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?](#)

For help or additional information on any topic, click the underlined key words, or view Help Topics on the right side of the screen. Make sure that pop-ups are allowed from this site.

### 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 recommended 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).

**CLICK:**

***Begin Application >>***

**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.

# Two Steps: Estimated Time: 5 seconds

## PAGE 3:

### EIN Assistant

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

#### 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.

#### Help Topics

? [What if I do not know what type of legal structure or organization to choose?](#)

**SELECT:**

***Sole Proprietor***

**CLICK:**

***Continue >>***

<< Back

Continue >>

# Two Steps: Estimated Time: 5 seconds

## PAGE 4:

### EIN Assistant

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

#### You have chosen Sole Proprietor.

Sole proprietor includes individuals who are in business for themselves, or household employers. 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.

<< Back

Continue >>

#### Help Topics

? [What is Form 1040?](#)

**SELECT:**

***Sole Proprietor***

**CLICK:**

***Continue >>***

# One Step: Estimated Time: 5 seconds

## PAGE 5:

### EIN Assistant

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

Please confirm your selection. ←

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.

**CLICK:**

**Continue >>**

<< Change Type

Continue >>

# Two Steps: Estimated Time: 5 seconds

## PAGE 6:

### EIN Assistant

Your Progress:	1. Identify	2. Authenticate	3. Addresses	4. Details	5. EIN Confirmation
<b>Why is the Sole Proprietor requesting an EIN?</b> Choose <b>one</b> reason that best describes why you are applying for an EIN.					<b>Help Topics</b> <a href="#">? I do not see my reason for applying here. What should I choose?</a> <a href="#">? What if more than one reason applies to me?</a>
<input type="radio"/> <b>Started a new business</b> Select this option if you are beginning a new business.					
<input type="radio"/> <b>Hired employee(s)</b> Select this option if you already have a business and need to hire employees.					
<input type="radio"/> <b>Banking purposes</b> Select this option if the reason for applying for the EIN is strictly to satisfy banking requirements or local law.					
<input type="radio"/> <b>Changed type of organization</b> 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.					
<input type="radio"/> <b>Purchased active business</b> Select this option if you are purchasing a business that is already in operation.					
<input type="button" value="Continue &gt;&gt;"/>					

**SELECT:**

***Started a new business***

**CLICK:**

***Continue >>***

# Five Steps: Estimated Time: 30 seconds

## PAGE 7:

### EIN Assistant

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

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 \*  -  -

**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.

<< Back

Continue >>

**Fill in the Required Fields:**

**SELECT:**

*I am the sole proprietor*

**CLICK:**

*Continue >>*

# Seven Steps: Estimated Time: 45 seconds

## PAGE 8:

### EIN Assistant

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

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.](#)

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

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

Fill in the Required  
Fields:

CLICK:

**Continue >>**

# One Step: Estimated Time: 10 seconds

## PAGE 9:

### EIN Assistant

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

#### Verify your Physical Location.

We have reviewed the [physical location](#) and checked it against our database. You may edit the address, accept it as entered, or accept the database version.

#### You entered:

123 Example Ave  
Example Town, 12345

Edit Physical Location

Accept As Entered

#### Found in our database:

123 Example Ave  
Example Town, 12345

Accept Database Version

Verify Physical Location

**CLICK:**

***Accept Database Version***

**OR:**

***Accept As Entered***

# Four Steps: Estimated Time: 45 seconds

## PAGE 10:

### EIN Assistant

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

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](#) \*

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

Fill in the Required Fields:

CLICK:

**Continue >>**

# Six Steps: Estimated Time: 30 seconds

## PAGE 11:

### EIN Assistant

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

#### Tell us more about the Sole Proprietor.

\* Required fields

Does your business own a [highway motor vehicle](#) with a [taxable gross weight](#) of 55,000 pounds or more? \*

Yes  No

Does your business involve [gambling/wagering](#)? \*

Yes  No

Does your business need to file [Form 720](#) (Quarterly Federal [Excise Tax Return](#))? \*

Yes  No

Does your business sell or manufacture alcohol, tobacco, or firearms? \*

Yes  No

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

Before continuing, please review the information above.

Continue >>

#### Help Topics

? [What is Form 720?](#)

Select the Required Fields:

Yes or No

CLICK:

Continue >>

# Two Steps: Estimated Time: 20 seconds

## PAGE 12:

### EIN Assistant

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

#### 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

**Select ONE:**

*Category that best describes your business*

**CLICK:**

**Continue >>**

<< Back

Continue >>

# Two Steps: Estimated Time: 15 seconds

## **PAGE 12b:** (only if you chose "OTHER" on PAGE 12)

### EIN Assistant

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

#### 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:

**Select ONE:**

*Category that best describes your business*

**CLICK:**

**Continue >>**

<< Back

Continue >>

# Two Steps: Estimated Time: 10 seconds

## PAGE 13:

### 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.

Continue >>

**Select:**

***Receive letter online***

**CLICK:**

***Continue >>***

# One Step: Estimated Time: 30 seconds

## PAGE 14:

### EIN Assistant

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

#### Summary of your information

Please review the information you are about to submit. If any of the information below is incorrect, you will need to [start a new application](#).

Click the "Submit" button at the bottom of the page to receive your EIN.

#### Organization Type: Sole Proprietor

##### Sole Proprietor Information

Legal name:  
County:  
State/Territory:  
Start date:

Your Information

##### Addresses

Physical Location:  
Phone Number:

Your Information

##### Responsible Party

Name:  
SSN/ITIN:

Your Information

##### Principal Business Activity

What your business/organization does:  
Principal products/services:

Your Information

##### Additional Sole Proprietor Information

Owens a 55,000 pounds or greater highway motor vehicle:  
Involves gambling/wagering:  
Involves alcohol, tobacco or firearms:  
Files Form 720 (Quarterly Federal Excise Tax Return):  
Has employees who receive Forms W-2:  
Reason for Applying:

Your Information

We strongly recommend you print this summary page for your records as this will be your only copy of the application. You will not be able to return to this page after you click the "Submit" button.

Click "Submit" to send your request and receive your EIN.

Submit

Review:  
Summary of your  
information

### SIDE NOTE:

To **SAVE** this page  
(as instructed by the  
EIN Assistant...)

On your web browser,  
go to:

**File --> Print**

**Pull-Down PDF -->**

PDF

Show Details

Open PDF in Preview

Save as PDF...

**Select:**

**Save as PDF...**

**CLICK:**

**Submit**

# Two Steps: Estimated Time: 30 seconds

## PAGE 15:

Congratulations! Your EIN has been successfully assigned.

### EIN Assistant

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

Congratulations! Your EIN has been successfully assigned.

EIN Assigned:

Your EIN

Legal Name:

#### IMPORTANT:

Save and/or print this page and the confirmation letter below for your permanent records.

The confirmation letter below is your official IRS notice and contains important information regarding your EIN.

 [CLICK HERE for Your EIN Confirmation Letter](#) [Help with saving and printing your letter](#)

Once you have saved or printed your letter, click "Continue" to get additional information about using your new EIN.

**CLICK:**

**CLICK HERE for Your EIN Confirmation Letter**

**Once you have saved or printed your EIN Confirmation Letter...**

**CLICK:**

**Continue >>**

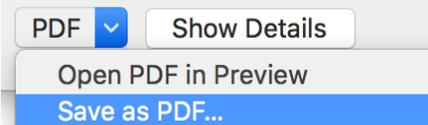
### SIDE NOTE:

Your EIN Confirmation Letter will likely open in a "new tab" as a PDF.

From that "tab", on your web browser, go to:

**File --> Print**

**Pull-Down PDF -->**



**Select:**

**Save as PDF...**

# One Step: Estimated Time: 5 seconds

## PAGE 16:

### EIN Assistant

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

#### Additional Information about your EIN

We suggest you print this page for your records.

#### When Can You Use Your EIN?

This EIN is your permanent number and can be used immediately for most of your business needs, including:

- Opening a bank account
- Applying for business licenses
- Filing a tax return by mail.

However, it will take up to two weeks before your EIN becomes part of the IRS's permanent records. You must wait until this occurs before you can:

- File an electronic return
- Make an electronic payment
- Pass an IRS Taxpayer Identification Number (TIN) matching program.

#### Next Steps

You can download IRS forms, publications, and tax returns at <http://www.irs.gov/formspubs>

#### Corrections?

If you need to make changes to your organization's information, you must do so in writing and mail the information to the address provided at <http://www.irs.gov/file/article/0,,id=111138,00.html>.

<< Back

Continue >>

Additional Information

**CLICK:**

**Continue >>**

**PAGE 17:**

**EIN Assistant**

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Thank you for using the online EIN Assistant.

**CONGRATULATIONS!**

**You can now complete your PAYYAP Account Configuration and Activation!**

- Simply open the PAYYAP App on your mobile device,
- "Select Your Account" and navigate your way to **STEP3/4 ("Business Identity")**.
- Confirm the required fields associated with your "Business Identity"...
- And at the end you will see a "pull-down-menu" where you can select your Business Type. — **Select: "Registered Sole Proprietor"**.
- In the very last field (text box), entitled Business Tax (EIN) ID, **type in your newly acquired EIN (number)**.

Well done!!

**You can then click SAVE and Continue...**