Access the following website to obtain an EIN via Online, Telephone Service, Fax or Mail:

Click here to apply for an EIN online.
Click here to start EIN Application online.
Persons applying for an individual will need to select “Sole Proprietor”.

Click here to continue the application process.
Persons applying for an individual will need to select “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.

Click here to continue the application process.

[Apply for New EIN] [Exit]
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.

---

**Click here to continue the application process**
“Why are you requesting an EIN?”

“Started a new business” should be selected as that is the closest to the reason for obtaining an EIN.
If you are a third party applying for an EIN for an individual, select this option.

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

Click here to continue the application process.
Third Party Designee (TPD) Information

Third Party Designee (TPD) authorization is obtained when a taxpayer completes and signs a completed Form SS-4 (Application for Employer Identification Number), including the TPD section, naming you as a designated person to receive the EIN on his/her behalf.

Are you a third party designee?  □ Yes  □ No

Click here to continue the application process

What is Form SS-4?

Use Form SS-4 (Application for Employer Identification Number) to apply for an Employer Identification Number (EIN).

Download the instructions for this form here: http://www.irs.gov/pub/irs-pdf/fss4.pdf. However, please do not complete this form now, as your session will time out.
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/her behalf, according to the process below:

1. The taxpayer must sign a completed Form SS-4 (Application for Employer Identification Number), including the TPD section, prior to the TPD completing the online application, and a copy of the signed Form SS-4 must be retained in the third party's files.

2. The taxpayer must read and sign a statement that he/she understands that he/she is authorizing the third party to apply for and receive the EIN on his/her behalf, and answer questions about completion of the form. A copy of the signed statement must be retained in the third party's files.

3. The assigned EIN will be disclosed to the third party upon successful completion of the online application.

4. The taxpayer will receive a computer-generated notice from the IRS stating that the EIN was assigned.

Please read the following statement and check the appropriate choice.

Under penalties of perjury, I declare that I am an authorized TPD. The taxpayer has completed and signed a Form SS-4, including the TPD Section and has read and signed a statement authorizing me to apply for and receive an EIN on his/her behalf. I have retained copies of both documents in my files.

Yes, I agree to, and am in compliance with, the above statements.

No, I do not agree.

Click here to continue the application process.
Third Party Designee (TPD) Information

You are considered a third party designee (TPD). Please tell us about yourself. Enter your own address and phone number.

* Required fields

The only punctuation and special characters allowed for first, middle, and last name are hyphen (-) and ampersand (&). The only special characters allowed for street and city are - and /.
Note: Must be a U.S. address. P.O. boxes are allowed. For military addresses click here.

First name * Timothy
Middle name/Initial
Last name * Doe
Suffix (Jr, Sr, etc.) Select One
Street * 116 Pine Lane
City * Mountain City
State/ U.S. territory * MARYLAND (MD)
ZIP code * 21991
Phone number * 999-111-2222

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

Click here to continue the application process
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: 112 Main Avenue
- City: Mountain City
- State/U.S. territory: MARYLAND (MD)
- ZIP code: 99912
- Phone number: 999 - 111 - 2222

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.

Click here to continue the application process

IRS Privacy Policy
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: John Doe
Trade name/Doing business as: 
County where Sole Proprietor is located: Montgomery
State/Territory where Sole Proprietor is located: MARYLAND (MD)
Sole Proprietor start date: August 2009

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

Click here to continue the application process
Tell us more about the Sole Proprietor.

* Required fields

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

Before continuing, please review the information above.

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.
- **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.

Select “Other” for the type of business

Click here to continue the application process
Select “Other” and enter “Fulfilling Federal Requirements”

Click here to continue the application process
Congratulations! The EIN has been successfully assigned.

EIN assigned: 27-XXXXXXX
Legal name: John Doe

The confirmation letter will be mailed to the applicant. This letter will be the applicant’s official IRS notice and will contain important information regarding the EIN. Allow up to 4 weeks for the letter to arrive by mail.

We strongly recommend you print this page for your records.

Click “Continue” to get additional information about using the new EIN.

NOTE: Be sure to print this page as this will be the only confirmation of the EIN that will be provided to the third party.
Helpful information regarding your EIN

Employer ID Numbers

An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. Generally, businesses need an EIN. You may apply for an EIN in various ways, and now you may apply online. This is a free service offered by the Internal Revenue Service and you can get your EIN immediately. You must check with your state to make sure you need a state number or charter.

- Do You Need an EIN?
- Do You Need a New EIN?
- How to Apply for an EIN
- How Long Will It Take to Get a Number?
- Lost or Misplaced Your EIN?
- How EINs are Assigned and Valid EIN Prefixes
- Canceling an EIN – Closing Your Account
- Who is a Responsible Party?

Apply for an EIN Online

Check out our interval new-style online EIN application. No need to file a Form SS-4! We ask you the questions and you give us the answers. The application includes embedded help topics and hyperlinked keywords and definitions so separate instructions aren’t needed. After all validations are done you will get your EIN immediately upon completion. You can then download, save, and print your confirmation notice. It’s fast, free, and user-friendly!

Filing for Tax Exempt Status?

It’s best to be sure your organization is formed legally before you apply for an EIN. Nearly all organizations are subject to automatic revocation of their tax-exempt status if they fail to file a required return or notice for three consecutive years. When you apply for an EIN, we presume you’re legally formed and the clock starts running on this three-year period.

Change of Ownership or Structure

Generally, businesses need a new EIN when their ownership or structure has changed. Refer to “Do You Need a New EIN?” to determine if this applies to your business.

Verify Your EIN

If you want to verify your EIN, see the Lost or Misplaced Your EIN page for instructions.

Daily Limitation of an Employer Identification Number

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 fax or mail. We apologize for any inconvenience this may cause.

Rate the Small Business and Self-Employed Website

Page Last Reviewed or Updated: 23-Mar-2015