

Instructions for Volunteers to Complete the Online SS4 Form to Obtain their EIN

February
2020

Below is the URL to the IRS Online Form SS4

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

Select “Apply Online Now”(1 of 2)

The screenshot shows a web browser window with the URL irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online. The page features the IRS logo, a search bar, and navigation links for 'Charities & Nonprofits' and 'Tax Pros'. A main navigation bar includes 'File', 'Pay', 'Refunds', 'Credits & Deductions', and 'Forms & Instructions'. The breadcrumb trail is: Home > File > Businesses and Self-Employed > Small Business and Self-Employed > Employer ID Numbers > Apply for an Employer Identification Number EIN Online. The main heading is 'Apply for an Employer Identification Number (EIN) Online'. On the right, there are language options for 'English' and 'Español'. On the left, a sidebar lists categories: 'Individuals', 'International Taxpayers', 'Businesses and Self-Employed' (with sub-item 'Small Business and Self-Employed'), and 'Employer ID Numbers'. A central box displays 'Hours of Operation' as 'Monday to Friday, 7 a.m. to 10 p.m. Eastern Standard Time.' Below this, the section 'Step 1: Determine Your Eligibility' includes a bullet point: 'You may apply for an EIN online if your principal business is located in the United States or U.S. Territories.' On the right, 'Related Topics' lists links for 'State and Federal Online Business Registration', 'Online EIN Frequently Asked Questions', 'Employer ID Numbers', 'System Requirements', and 'Privacy Act Statement and...'

Apply for an Employer Identificat

irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online

IRS

Search

Help | News | Language

Charities & Nonprofits Tax Pros

File Pay Refunds Credits & Deductions Forms & Instructions

Home > File > Businesses and Self-Employed > Small Business and Self-Employed > Employer ID Numbers > Apply for an Employer Identification Number EIN Online

Apply for an Employer Identification Number (EIN) Online

English | Español

Individuals

International Taxpayers

Businesses and Self-Employed

Small Business and Self-Employed

Employer ID Numbers

Hours of Operation
Monday to Friday, 7 a.m. to 10 p.m. Eastern Standard Time.

Step 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.

Related Topics

- [State and Federal Online Business Registration](#)
- [Online EIN Frequently Asked Questions](#)
- [Employer ID Numbers](#)
- [System Requirements](#)
- [Privacy Act Statement and...](#)

Select “Apply Online Now” (2 of 2)

Business Taxes

Reporting Information Returns

Self-Employed

Starting a Business

Operating a Business

Closing a Business

Industries/Professions

Small Business Events

Online Learning

Large Business

Corporations

Government Entities

- 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.
 - 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.

Step 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.

Step 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.

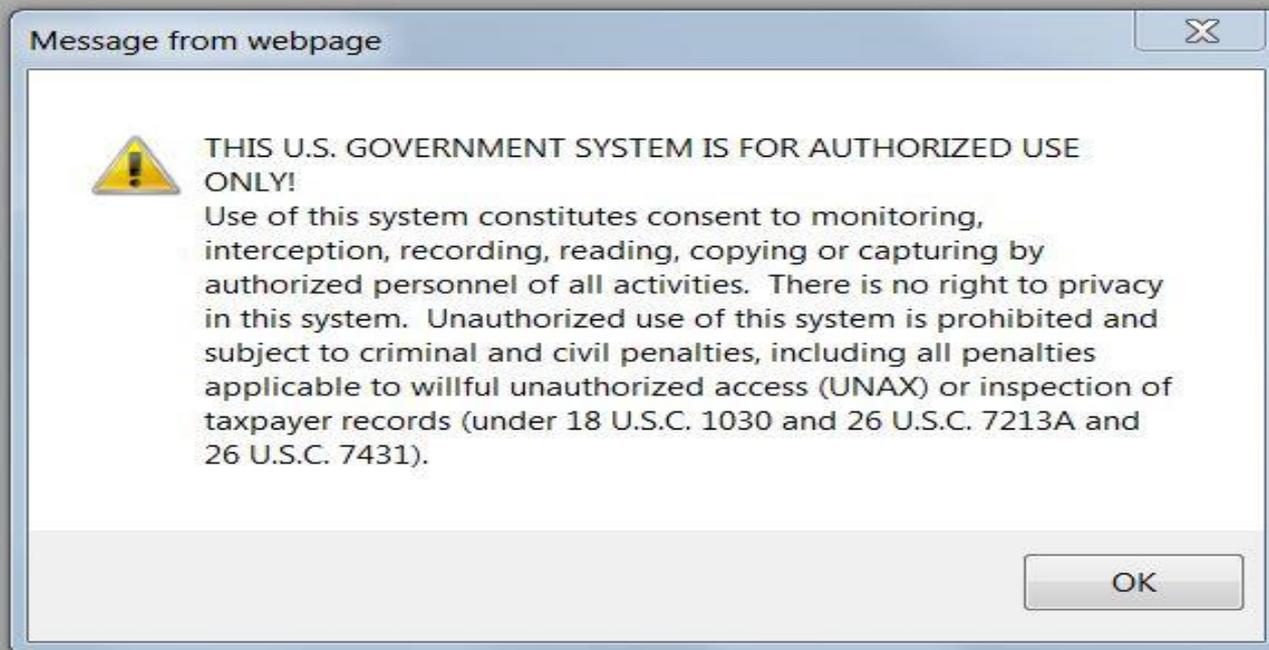
[Apply Online Now](#)

Employer Tax Responsibilities Explained (Publications 15, 15-A and 15B)

[Publication 15 \(PDF\)](#) provides information on employer tax responsibilities related to taxable wages, employment tax withholding and which tax returns must be filed. More complex issues are discussed in [Publication 15-A \(PDF\)](#) and tax

- [Privacy Act Statement and Paperwork Reduction Act Notice](#)
- [Businesses with Employees](#)

Select “ok”



Read Carefully and select “Begin Application”



[Help](#) | [Apply for New EIN](#) | [Exit](#)

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).

[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.

[IRS Privacy Policy](#)

Select “View Additional Types...”



[Help](#) | [Apply for New EIN](#) | [Exit](#)

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?](#)

<< Back

Continue >>

Select “Other Non-Profits...”



[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress:

1. Identify

2. Authenticate

3. Addresses

4. Details

5. EIN Confirmation

Additional Types

Choose the type you are applying for. You can click the underlined terms for a description.

- [Bankruptcy Estate \(Individual\)](#)
- [Block/Tenant Association](#)
- [Church](#)
- [Church-Controlled Organization](#)
- [Community or Volunteer Group](#)
- [Employer/Fiscal Agent \(under IRC Sec 3504\)](#)
- [Employer Plan \(401K, Money Purchase Plan, etc.\)](#)
- [Farmers' Cooperative](#)
- [Government, Federal/Military](#)
- [Government, Indian Tribal Governments](#)
- [Government, State/Local](#)
- [Homeowners/Condo Association](#)
- [Household Employer](#)
- [IRA](#)
- [Memorial or Scholarship Fund](#)
- [National Guard](#)
- [Plan Administrator](#)
- [Political Organization](#)
- [PTA/PTO or School Organization](#)
- [REMIC](#)
- [Social or Savings Club](#)
- [Sports Teams \(community\)](#)
- [Withholding Agent](#)
- [Other Non-Profit/Tax-Exempt Organizations](#)

Help Topics

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

<< Back

Continue >>

Select “Continue”



EIN Assistant

Your Progress:

1. Identify

2. Authenticate

3. Addresses

4. Details

5. EIN Confirmation

Please confirm your selection.

Confirm your selection of **Other Non-Profit/Tax-Exempt Organizations** as the type of structure applying for an EIN.

What it is...

- A non-profit organization is an entity organized and operated for one or more of the purposes listed under Section 501(a) of the Internal Revenue Code.

What it is not...

- A business or organization organized for profit.
- A sole proprietorship 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 >>

Help Topics

- [? What is the difference between non-profit and tax-exempt status?](#)
- [? How does my organization receive formal recognition as a tax-exempt organization by the IRS?](#)
- [? What if I am not sure my organization would qualify as a tax-exempt organization?](#)

Select “Started a new business” and “Continue”



[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress:

1. Identify

2. Authenticate

3. Addresses

4. Details

5. EIN Confirmation

Why is the Non-Profit/Tax-Exempt Organization 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.

[Continue >>](#)

Help Topics

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

Select “Individual” and “Continue”



[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress:

1. Identify ✓

2. Authenticate

3. Addresses

4. Details

5. EIN Confirmation

Who is the Responsible Party for the Non-Profit/Tax-Exempt Organization?

The responsible party can be either an individual OR an existing business.

Please choose one:

- Individual
- Existing business

[<< Back](#)

[Continue >>](#)

Complete first name, last name & social security number of Organizational Advisor or responsible person and select “I am a responsible...” and “Continue”

 IRS.gov

EIN Assistant

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 a responsible and duly authorized [member](#) or [officer](#) having knowledge of this organization's affairs.

I am a third party applying for an EIN on behalf of this organization.

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

[IRS Privacy Policy](#) | [Accessibility](#)

Complete the Street, City, State, Zip and Phone number and Select “No” and “Continue”

The “Care of” blank should be left empty as we use the Organization Advisor or responsible individual as the contact for IRS



EIN Assistant

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

Where is the Non-Profit/Tax-Exempt Organization 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 *	<input type="text" value="County Office Address"/>
City *	<input type="text" value="Your City"/>
State/U.S. territory *	<input type="text" value="MICHIGAN (MI)"/>
ZIP code *	<input type="text" value="48824"/>
Phone number *	<input type="text" value="123"/> - <input type="text" value="456"/> - <input type="text" value="7890"/>

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

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

Continue >>

You may receive this screen. You can see from this example below that the IRS database may ask you to verify a slight change in address. There are three options you can choose.

IRS.gov [Help](#) | [Apply for New EIN](#) | [Exit](#)

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:

3068 ERHART ROAD
LITCHFIELD
OH
44253

[Edit Physical Location](#) [Accept As Entered](#)

Found in our database:

3068 ERHART RD ◀ Verify
Street
LITCHFIELD
OH
44253

[Accept Database Version](#)

You may receive this screen. You can see from this example below that the IRS database may tell you the address is not found and ask you to verify or edit the address. Please be sure you have listed the correct address.

The screenshot shows the IRS.gov EIN Assistant interface. At the top left is the IRS logo and 'IRS.gov'. At the top right are links for 'Help | Apply for New EIN | Exit'. Below the header is the 'EIN Assistant' title. A progress bar shows five steps: '1. Identify' (checked), '2. Authenticate' (checked), '3. Addresses' (active), '4. Details', and '5. EIN Confirmation'. The main content area displays an error message: 'Physical Location Address not found in our database.' Below this, it states: 'We were unable to locate the physical location in our database. Also, please note that the only punctuation and special characters allowed are hyphen (-) and slash (/).' It then asks the user to verify the 'physical location' and provides an 'Edit Physical Location' button. To the right of the button is an 'Accept As Entered' button. The address shown is 'COUNTY OFFICE ADDRESS' and 'YOUR CITY, MI 48824'.

IRS.gov [Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

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

Physical Location Address not found in our database.

We were unable to locate the physical location in our database. Also, please note that the only punctuation and special characters allowed are hyphen (-) and slash (/).

Please verify that the [physical location](#) is correct. If there is an error, edit the address. If it is correct, accept it as entered.

Physical Location:

COUNTY OFFICE ADDRESS
YOUR CITY, MI 48824

Complete the legal name... with the 4-H club or affiliates full name.
Select “Michigan” and complete start date (Must be 2019) select “Continue”

[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

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

Tell us about the Non-Profit/Tax-Exempt Organization.

*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'.

Legal name of Non-Profit/Tax-Exempt Organization *

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

County where Non-Profit/Tax-Exempt Organization is located *

State/Territory where Non-Profit/Tax-Exempt Organization is located *

Non-Profit/Tax-Exempt Organization [start date](#) *

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

[IRS Privacy Policy](#) | [Accessibility](#)

Select “No” for all five questions, select “Continue”



[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress:

1. Identify ✓

2. Authenticate ✓

3. Addresses ✓

4. Details

5. EIN Confirmation

Tell us more about the Non-Profit/Tax-Exempt Organization.

* 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?](#)

This screen has several options. (This example is reduced to fit the screen) Select “Other” at the very bottom and “Continue”

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.
- 
- [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

<< Back

Continue >>

Select “Other” write “Education” in box and Select “Continue”



[Help](#) | [Apply for New EIN](#) | [Exit](#)

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:

[<< Back](#)

[Continue >>](#)

Select “Receive letter online” if you have Adobe Reader.
Otherwise select “Receive by mail” Select “Continue”



[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress:

1. Identity ✓

2. Authenticate ✓

3. Addresses ✓

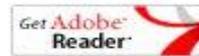
4. Details ✓

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 >>](#)

(1 of 2) You will receive this page. Check for accuracy



EIN Assistant

Your Progress: 1. Identity ✓ 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: Non-Profit/Tax-Exempt Organization

Non-Profit/Tax-Exempt Organization Information

Legal name:	BARN BUSTERS 4-H CLUB
County:	KALKASKA
State/Territory:	MI
Start date:	JULY 2019

Addresses

Physical Location:	890 ISLAND LAKE RD KALKASKA MI 49646
Phone Number:	231-258-3320
Mail directed to:	MSU EXTENSION

Responsible Party

Name:	JENNIFER M WEICHEL
-------	--------------------

(2 of 2) Select “Submit”

Principal Business Activity

What your business/organization does:

OTHER

Principal products/services:

EDUCATION

Additional Non-Profit/Tax-Exempt Organization Information

Owns a 55,000 pounds or greater highway motor vehicle:

NO

Involves gambling/wagering:

NO

Involves alcohol, tobacco or firearms:

NO

Files Form 720 (Quarterly Federal Excise Tax Return):

NO

Has employees who receive Forms W-2:

NO

Reason for Applying:

STARTED A NEW BUSINESS

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

Once you submit, please wait while your application is being processed. It can take up to two minutes for your application to be processed.

Choose “Click Here...” Save letter and select “Continue”

The screenshot shows the IRS EIN Assistant interface. At the top left is the IRS logo and 'IRS.gov'. At the top right are links for 'Help | Apply for New EIN | Exit'. Below this is a progress bar with five steps: '1. Identity ✓', '2. Authenticate ✓', '3. Addresses ✓', '4. Details ✓', and '5. EIN Confirmation'. The main content area displays a congratulatory message: 'Congratulations! Your EIN has been successfully assigned.' Below this, a light blue box contains the assigned EIN (redacted) and the legal name 'CATTLE RUSTLERS 4-H CLUB OF MEDINA COUNTY'. An 'IMPORTANT:' section follows, advising users to save and print the page and a confirmation letter. A button with a printer icon and the text 'CLICK HERE for Your EIN Confirmation Letter' is provided, along with a link for help with saving and printing. A 'Continue >>' button is located at the bottom right of the main content area. On the right side, a 'Help Topics' sidebar lists two questions: 'What if I do not have access to a printer at this time?' and 'Can I access this letter at a later date?'. At the bottom center, there is a link for 'IRS Privacy Policy'.

IRS.gov

Help | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

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

Congratulations! Your EIN has been successfully assigned.

EIN Assigned: [REDACTED]

Legal Name: CATTLE RUSTLERS 4-H CLUB OF MEDINA COUNTY

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.

[Continue >>](#)

Help Topics

- [? What if I do not have access to a printer at this time?](#)
- [? Can I access this letter at a later date?](#)

[IRS Privacy Policy](#)

Read and Select “Continue”



[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress:

1. Identity ✓

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 >>

You have successfully completed the process!



[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Thank you for using the online EIN Assistant.

[IRS Privacy Policy](#)

What happens next?

- ▶ Volunteers should print or save copies of the letter providing them with their EIN. They must submit one copy of this letter to the county MSU Extension Office. Volunteers should also place a copy in their club/group files, this will typically be used for establishing a bank account.
- ▶ The MSU Extension Office will put this in your club/group file and enter the EIN on the GEN paperwork so you can get your official club/group charter.

What happens if I see this screen?



[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

We are unable to provide you with an EIN.

We apologize for the inconvenience, but based on the information provided we are unable to provide you with an EIN through this online assistant.

Please call 1-800-829-4933 for assistance. When outside the US, call 267-941-1099. TTY/TDD: 1-800-829-4059.

Please have your information readily available, and mention reference number 101.

[Continue >>](#)

EIN Assistant

Thank you for using the online EIN Assistant.

What happens when I get an error?

- ▶ Call the IRS 1-800-829-4933 and mention to reference number listed on your response.
- ▶ You may need to submit a paper copy of the SS4 Form
- ▶ Fax 855-641-6935
- ▶ Mail to: Internal Revenue Service

Attn: EIN Operation

Cincinnati, Ohio 45999

Where can you find that paper form and how do you complete it?

- ▶ To obtain a blank copy

<https://www.irs.gov/pub/irs-pdf/fss4.pdf>

Fax to 855-641-6935

or

Mail to

Internal Revenue Service

Attn: EIN Operation

Cincinnati, OH 45999.