

HOW TO APPLY FOR AN EIN **(Employer Identification Number)**

Apply Online

- This is a **FREE SERVICE** offered by the IRS. Once you complete the online application, you will receive your EIN immediately. The application is available: Monday – Friday, 7:00 a.m. to 10:00 p.m. Eastern Time.
- **NOTE:** To apply online, you must have a legal residence in the United States AND a either a valid Social Security Number, Taxpayer Identification Number, or existing EIN
- To apply online either:
 - 1) Go to www.irs.gov and type the keyword “EIN” in the Search Bar in the upper right-hand corner to get started OR
 - 2) Follow the direct link below: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

Apply by Fax

- Fax a completed Form SS-4 to the “Internal Revenue Service Center” at:
 - Within US- 859-669-5760
 - Outside US- 859-669-5987
- You can receive your EIN by fax within four (4) business days. The fax numbers are available 24 hours a day, 7 days a week. Be sure to provide a return fax number so that an EIN may be faxed back to you.

Apply by Mail

- Mail a completed Form SS-4 to the “Internal Revenue Service Center” at:
 - Within US- Attn: EIN Operation Cincinnati, OH 45999
 - Outside US- Attn: EIN International Operation Cincinnati, OH 45999
- You can receive your EIN by mail in about four (4) to six (6) weeks.

Need More Help with Faxed and Mailed Requests?

- To download Form SS-4 and instructions:
 - Visit www.irs.gov and type the keyword “SS-4” in the Search Bar in the upper right-hand corner.
- To be mailed the Form SS-4 and instructions:
 - Call 1-800-TAX-FORM.
- To pick up Form SS-4 and instructions:
 - Visit your local IRS office.
- If you have not received your EIN within the normal processing timeframe, please call the IRS Business and Specialty Tax Line at 1-800-829-4933 for assistance.
- If you have not yet received an EIN by the time you need to file a return, write: “Applied For” in the space provided for the EIN.
- To learn more about an EIN: <https://www.irs.gov/pub/irs-pdf/p1635.pdf>