EIN Application Guide

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1. WHY YOU NEED AN EIN

Your EIN is your business's federal ID numberlike a Social Security Number for your company. You need one to:

- Open a bank account
- Hire employees
- File federal taxes
- Build business credit
- Apply for permits

2. STEP-BY-STEP INSTRUCTIONS

Step 1: Go to [IRS EIN Application Portal](https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online)

Step 2: Click "Apply Online Now"

Step 3: Select the Entity Type (LLC, Corporation, etc.)

Step 4: Enter Responsible Party info (Owner/CEO)

Step 5: Enter company details (name, address, date formed)

Step 6: Select reason for applying (Starting a new business)

Step 7: Confirm email delivery or mailing of EIN Letter (SS-4)

3. WHAT YOU NEED BEFORE YOU START

- Your entity must be legally formed in your state
- Your business name must be finalized
- Responsible partys Social Security Number
- Business address and formation date

4. COMMON MISTAKES TO AVOID

- Applying before your LLC/corporation is registered
- Entering the wrong entity type (causes rejection)
- Not saving or printing the confirmation letter (IRS Form SS-4)

5. POST-APPLICATION STRATEGY

Use EIN to open your business bank account
Link EIN to your state tax account
Add EIN to all major documents (contracts, leases, filings)
Use it when applying for DUNS or business credit

6. MENTOR NOTES

Your EIN is your business passport. Treat it like its goldbecause in the eyes of the government, it is.

7. LINKS

- [Apply for EIN (IRS)](https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online)
- [IRS Form SS-4 (Sample)](https://www.irs.gov/pub/irs-pdf/fss4.pdf)

Helpful Resources & Links:

Apply for EIN (IRS): https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online

IRS Form SS-4 (Sample): https://www.irs.gov/pub/irs-pdf/fss4.pdf