



How to get an EIN

Online application takes a few minutes to fill out, a few hours or a day turnaround.

Paper application: slightly more complicated to fill out, four weeks turnaround.



Online Application

Paper application Form SS-4



Online Application

Quick, and fairly easy

Watch the show!....

IRS EIN
Assistant

<https://www.irs.gov>

IRS EIN Assistant

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

Or click through the IRS website like this....

Start on the IRS.gov homepage:

The screenshot shows the IRS.gov homepage in a web browser. The browser's address bar displays "https://www.irs.gov" and a search bar contains "501(c)". The IRS logo is on the left, and a search bar with "EIN" is on the right. Navigation links include "Help", "News", "Language", "Charities & Nonprofits", and "Tax Pros". A horizontal menu contains "File", "Pay", "Refunds", "Credits & Deductions", and "Forms & Instructions". Below this is a banner with an American flag background. A grid of service tiles includes: "Refund Status", "Direct Pay", "File an Extension", "Free File", "Get Your Tax Record", "View Your Account", "Employer ID Number (EIN)", and "Payment Plan".

Search for "EIN" - click on "Apply..."

The screenshot shows the IRS website's search results page for the query "ein". The browser address bar shows the URL: https://www.irs.gov/site-index-search?search=EIN&field_pu. The page features the IRS logo and navigation links for "Charities & Nonprofits" and "Tax Pros". A search bar at the top right contains the text "Search". Below the navigation, there are tabs for "File", "Pay", "Refunds", "Credits & Deductions", and "Forms & Instructions". The main content area is titled "Search Results" and shows the search term "ein" in a search box. A "Sort By:" dropdown menu is set to "Relevance". On the left side, there is a "Filter by..." section with the following categories: "General Information (303)", "News (22)", "Forms and Instructions (25)", and "About IRS (27)". The main content area displays a "Recommended by IRS" section with a blue box titled "EMPLOYER IDENTIFICATION NUMBER" and the subtitle "Understanding Your EIN". Below this, there are two links: "Apply for an Employer Identification Number (EIN) Online" and "Do You Need a New EIN?".

Home > Site Index Search

Search Results

ein

Sort By: Relevance

Filter by...

- General Information (303)
- News (22)
- Forms and Instructions (25)
- About IRS (27)

EMPLOYER IDENTIFICATION NUMBER
Understanding Your EIN

Recommended by IRS

Employer ID Numbers
Information about Employer Identification Numbers (EIN), also known as a Federal Tax Identification Number. An EIN is used to identify a business entity.

Apply for an Employer Identification Number (EIN) Online
Information about how to apply online for an Employer Identification Number.

Do You Need a New EIN?
Generally, businesses need a new EIN when their ownership or structure has changed.

Click on
"Apply
Online
Now"
button

Apply for an Employer Identification Number (EIN) Online

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

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.
- 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.

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](#)

Small Business/Self-Employed Topics

- [Businesses with Employees](#)

Related Topics

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

It shows you details before you begin...

The screenshot shows a web browser window with the URL <https://sa.www4.irs.gov/modiein/individual/index.jsp>. The page header includes the IRS logo and navigation links: [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](#)

Choose a type of legal structure:

Click "View Add'l Types, Including Tax-Exempt"

The screenshot shows the IRS EIN Assistant website. The browser address bar displays the URL: <https://sa.www4.irs.gov/modiein/individual/legal-structure.js>. The page title is "EIN Assistant". The navigation bar includes "Help | Apply for New EIN | Exit". The progress bar shows five steps: 1. Identify (selected), 2. Authenticate, 3. Addresses, 4. Details, and 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.

Navigation buttons: << Back, Continue >>

[IRS Privacy Policy](#)

Help Topics

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

Choose
"Church" –
this need
not be a
theological
statement!

The screenshot shows the IRS EIN Assistant website. The browser address bar displays <https://sa.www4.irs.gov/modiein/individual/additional-types>. The page header includes the IRS logo and the text "EIN Assistant". A progress bar at the top indicates the current step: "Your Progress: 1. Identify 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation".

The main content area is titled "Additional Types" and contains the instruction: "Choose the type you are applying for. You can click the underlined terms for a description." Below this instruction is a list of radio button options:

- [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](#)

On the right side of the page, there is a "Help Topics" section with a link: [What if I still do not know what type of structure or organization to choose?](#)

At the bottom of the page, there are navigation buttons: "<< Back" and "Continue >>". A link for "IRS Privacy Policy" is also present at the bottom center.

Churches have many tax and legal advantages.

Sometimes individual preachers ("nondenominational ministries") and dubiously-religious groups try to claim church status.

Lyndon Larouche's "Village Street Monthly Meeting" is a curious Quaker-related example.

Be brave - we're the real thing!

The screenshot shows the IRS EIN Assistant website. The browser address bar displays <https://sa.www4.irs.gov/modiein/individual/confirm-entity.js>. The page title is "EIN Assistant". The navigation bar includes "Show site information", "Help | Apply for New EIN | Exit", and the IRS logo. The progress bar shows five steps: 1. Identify (selected), 2. Authenticate, 3. Addresses, 4. Details, and 5. EIN Confirmation. The main content area is titled "Please confirm your selection." and asks the user to confirm "Church" as the type of structure. It provides a definition of "What it is..." and "What it is not...". At the bottom, there are buttons for "<< Change Type" and "Continue >>", and a link to the "IRS Privacy Policy".

https://sa.www4.irs.gov/modiein/individual/confirm-entity.js

Show site information

Help | Apply for New EIN | Exit

IRS.gov

EIN Assistant

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

Please confirm your selection.

Confirm your selection of **Church** as the type of structure applying for an EIN.

What it is...

- The term "church" includes any organization claiming to be a church and any convention or association of churches. The word "church" also includes temples, mosques, and other houses of worship. Certain characteristics are generally attributed to churches. They include having a(n):
 - Distinct legal existence and religious history
 - Recognized creed, form of worship, and literature of its own
 - Definite and distinct ecclesiastical governance including a formal code of doctrine and discipline
 - Organization of ordained ministers, selected after completing prescribed courses of study
 - Established place of worship with regular congregations, religious services, and/or religious instruction for members.

What it is not...

- Churches typically do not include nondenominational ministries, interdenominational and ecumenical organizations, and other entities whose principal purpose is the study or advancement of religion.

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 >>

[IRS Privacy Policy](#)

Choose
"Banking
purposes,"
most
likely...

The screenshot shows the IRS.gov EIN Assistant interface. The main heading is "EIN Assistant" and the progress bar indicates the user is on step 1, "Identify". The question is "Why is the Church requesting an EIN?". The instructions say "Choose one reason that best describes why you are applying for an EIN." The options are:

- 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.

A "Continue >>" button is visible below the options. A help window is open in the foreground with the title "Help - EIN Assistant" and the question: "I do not see my reason for applying here. What should I choose?". The help text below the question reads: "If your main reason for applying is not on the list, please select the option you feel is closest to your main reason." The help window also includes a "Close This Window" button and a "Print This Page" button.

Choose "Individual."

The Responsible Party is "the true principal officer, general partner, grantor, owner or trustor."

This individual or entity, ... controls, manages, or directs the applicant entity and the disposition of its funds and assets.

If there is more than one responsible party, the entity may list whichever party the entity wants the IRS to recognize as the responsible party."

The screenshot shows the IRS EIN Assistant website. The URL in the browser is <https://sa.www4.irs.gov/modiein/individual/select-individual>. The page title is "EIN Assistant". The progress bar shows the following steps: 1. Identify ✓, 2. Authenticate, 3. Addresses, 4. Details, and 5. EIN Confirmation. The main heading is "Who is the Responsible Party for the Church?". Below this, it states: "The responsible party can be either an individual OR an existing business." The user is asked to "Please choose one:" with two radio buttons: "Individual" (selected) and "Existing business". A "<< Back" button is visible. A help window is open, titled "Responsible Party", with the following text: "For entities with shares or interests traded on a public exchange, or which are registered with the Securities and Exchange Commission, "responsible party" means (a) the principal officer if the business is a corporation, (b) a general partner if a partnership, (c) the owner of an entity that is disregarded as separate from its owner (disregarded entities owned by a corporation enter the corporation's name and EIN), or (d) a grantor, owner, or trustor if a trust. For all other entities, "responsible party" means a person who has a level of control over, or entitlement to, the funds or assets in the entity that, as a practical matter, enables the individual, directly or indirectly, to control, manage or direct the entity and the disposition of its funds and assets. The ability to fund the entity or the entitlement to the property of the entity alone, however, without any corresponding authority to control, manage or direct the entity (such as in the case of a minor child beneficiary), does not cause the individual to be a responsible party." The IRS Privacy Policy link is at the bottom.

Choose someone in your Meeting...

- Clerk
- Treasurer
- Finance Committee clerk or member
- a Trustee
- etc.

to be the "Responsible Party"

The image shows two overlapping browser windows from the IRS website. The top window is the 'EIN Assistant' page, which is at step 2 of a 5-step process. The steps are: 1. Identify (checked), 2. Authenticate (current step), 3. Addresses, 4. Details, and 5. EIN Confirmation. The main heading is 'EIN Assistant' and the sub-heading is 'You selected individual. Please tell us about the Responsible Party.' Below this, there are several required fields: 'First name *' (with a dropdown menu showing 'Clerk, Treasurer, trustee etc'), 'Middle name/initial', 'Last name *', 'Suffix (Jr, Sr, etc.)' (with a dropdown menu showing 'Select One'), and 'SSN/ITIN *' (with three input boxes separated by dashes). There is also a 'Choose One: *' section with two radio button options: 'I am a duly authorized member, officer, or employee of the organization or government entity.' (selected) and 'I am a third party applying for an EIN on behalf of this organization.' The bottom window is a help page titled 'Member' with a question mark icon. It contains the text: 'The word "member" has several definitions:' followed by a numbered list: 1. An individual who belongs to an organization, association, firm, partnership, company, or corporation. 2. One of the persons who compose a social group (especially individuals who have joined and participate in a group organization). 3. The owners of an LLC are called members and are similar in some respects to shareholders of a corporation. A member can be a natural person, a corporation, a partnership, or another legal association or entity.

Finishing up...

There are three more stages after that window but I can't go further without entering a real name and SSN!

If all goes well...

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

Paper application Form SS-4

www.irs.gov/pub/irs-pdf/fss4.pdf

SS-4 Application for Employer Identification Number

OMB No. 1545-0047

Use only by employers, independent contractors, partnerships, trusts, estates, fiduciaries, governmental agencies, Indian tribal entities, and other individuals and entities.
Use separate applications for each line. * May be filed for prior years.

1. Type of entity

2. Tax status

3. Federal EIN

4. State EIN

5. Federal EIN

6. State EIN

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