


How to Get an EIN

Employer Identification Number

- 1) Have your completed Form SS-4 available.
- 2) Call the IRS at **800-829-4933** weekdays bet. 7:30 AM + 10:00 PM.
- 3) An IRS representative will issue you an EIN over the phone.
-  4) Write the EIN in the upper right corner of the Form SS-4. Also write your fax and telephone numbers in the lower right corner in spaces provided on the form. Make a copy for your files.
- 5) Sign, date and fax or mail the Form SS-4 to the IRS within 5 days. The IRS representative will give you the fax number.

If you are unable to get an IRS Rep on the phone, you can FAX your Form SS-4 and they will call you back. Or you may mail in your form and you will receive your EIN via the mail.

FOR THESE STATES:

CT, DE, FL, GA, MA, MD, ME,
NC, NH, **NJ, NY**, OH, PA, RI,
SC, VT, VA, WV
and Washinton, DC

FAX TO:

631-447-8960

OR **MAIL TO:**

IRS CENTER
ATTN: EIN OPERATION
HOLTSVILLE, NY 00501

FOR THESE STATES:

IL, IN, KY and **MI**

FAX TO:

859-669-5760

OR **MAIL TO:**

IRS CENTER
ATTN: EIN OPERATION
CINCINNATI, OH 45999

FOR THESE STATES:

AL, AK, AZ, **CA, CO**, HI, ID, IA,
KS, LA, MN, MS, MT, NE, NV,
NM, ND, OK, OR, PR, SD, TN,
TX, UT, WA, WI and WY.

FAX TO:

215-516-3990

OR **MAIL TO:**

IRS CENTER
ATTN: EIN OPERATION
PHILADELPHIA, PA 19255