

How to Apply for an EIN with the IRS:

The following is a sample SS-4 form with the information needed to get an Employer Identification Number (EIN) for your Limited Partnership or LLC. Applying for an EIN is a free service offered by the Internal Revenue Service by fax or on the IRS website.

Our office recommend that you fax the SS-4 form to the IRS after you complete item #6, #7b, #11 and sign and date the SS-4 form that is attached. Please read the information below before you apply for the EIN.

Apply Online

The IRS internet EIN application is the preferred method for customers to apply for and obtain an EIN. The Internal Revenue Service website is: WWW.IRS.GOV. Once the application is completed, the information is validated during the online session, and an EIN is issued immediately. Please use the attached SS-4 as a guide in answering the questions on the IRS website. Listed below are questions on the website that you may need the answer to:

1. What type of legal structure is applying for an EIN?: (See item #9a on the SS-4 Form) -- Limited Partnership choose PARTNERSHIP and Limited Liability Company Choose LLC and Etc.
2. Why is the LP or LLC requesting an EIN?: (See item #10 on the SS-4 form) Always - Start a new business
3. Who is the Responsible Party of the LLC?: (See item #7a and 7b on the SS-4 form) If the member is a person -- choose INDIVIDUAL and if the member is an entity -- choose EXISTING BUSINESS

Apply By FAX

Taxpayers can FAX the completed SS-4 application form to FAX number [\(859\) 669-5760](tel:8596695760), after ensuring that the Form SS-4 contains all of the required information. If it is determined that the entity needs a new EIN, one will be assigned using the appropriate procedures for the entity type. If the taxpayer's fax number is provided, a fax will be sent back with the EIN within four (4) business days.

Apply By Mail

The processing timeframe for an EIN application received by mail is four weeks. Ensure that the SS-4 form contains all of the required information. If it is determined that the entity needs a new EIN, one will be assigned using the appropriate procedures for the entity type and mailed to the taxpayer. Mail the SS-4 form to INTERNAL REVENUE SERVICE, ATTN:, EIN OPERATION, CINCINNATI, OH 45999.

Please Note:

Other IRS Important Information

Daily Limitation of an Employer Identification Number

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 fax or mail. We apologize for any inconvenience this may cause.

For IRS questions regarding new or existing EIN:

Call the IRS at: [1-800-829-4933](tel:18008294933).