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Instructions

Applying for Your Employer Identification Number (EIN)

Export Purposes Only

If you do not have a computer or internet access, please call the IRS at 1-800-829-4933, Monday thru Friday 7: 00 a.m. to 10:00 p.m. Pacific Standard Time (PST).

For Internet Filers:

- Open your web browser and go to www.irs.gov
- On the lower left side of the IRS page, there is a block titled “ONLINE SERVICES” (click)
- Scroll down the page to “online Employer Identification Number (EIN)” (click)
- Once page loads, scroll down to bottom of page to “APPLY ONLINE NOW” (click)
- You are now at the screen titled, “Important Information Before You Begin.” If you are filing on behalf of another person, please read the section “RESTRICTIONS”.

Click BEGIN APPLICATION

1. Per the coordination of the IRS and the Census department, you will be applying for an EIN as a Sole Proprietor, click the area at the top titled “Sole Proprietor”, scroll down and click “CONTINUE”.
2. The next screen will confirm the type of Sole Proprietor again with coordination of the IRS and Census department, Click “Sole Proprietor” and then click “CONTINUE”.
3. This screen confirms your selection as a Sole Proprietor, Click “CONTINUE”.
4. The next screen is titled “Why is the Sole Proprietor requesting an EIN?” Per the IRS, please click “STARTED A NEW BUSINESS”. This will not obligate you as a business owner; this is mainly the step to obtain the EIN. Click “CONTINUE”.

5. This screen is where you fill in your personal information which is required to obtain the EIN. If you are the “sole proprietor” requesting the EIN, click the button “I am the sole proprietor”. If not, please contact your representative at M. Dyer and Sons, Inc.
6. This screen will prompt you to supply your U.S. address, not your foreign address. If you choose to have your EIN mailed to you, this is the address it will be sent to. Click “CONTINUE”.
7. On this screen please supply your county of residence, your state of residence and the current date. Click “CONTINUE”. This address will always be your last residence in the United States.
8. The following screens are questions relation to the sole proprietor. As this EIN is for export purposes, select “NO” to the listed questions and click “CONTINUE”.
9. This screen will allow you to state that you are obtaining an EIN for Export purposes. At the bottom of the screen, click “OTHER” (the category may apply but disregard for this purpose), and the type “FULFILLING FEDERAL REQUIREMENT TO EXPORT”. Click “CONTINUE”.
10. The final screen is title “How Would You Like to Receive your EIN Confirmation Letter?” Please be sure to select “RECEIVE LETTER ONLINE”. Once you receive your EIN number, print your letter and supply that number to your move manager. It is very important to receive this online as delays with your shipment can occur while waiting for the IRS to mail your confirmation. Click “CONTINUE”. To receive your EIN.

NOTE:

- Once you have completed your move, you have the option to cancel your EIN with the IRS. To close your EIN number please go to <http://www.irs.gov/businesses/small/article/0,,id=177073,00.html>
 - If you have misplaced your EIN, you can also go to <http://www.irs.gov/businesses/small/article/0,,id=155444,00.html>
11. Your **final step** is to enter your EIN on the upper left corner of the Power of Attorney form (attached), complete the form and send to your coordinator at M. Dyer and Sons, Inc.

NOTE:

If you have difficulties going through this process, please call the IRS at 1-800-829-4933 Monday thru Friday 7:00 a.m. to 10:00 p.m. Pacific Standard Time (PST).