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## EIN Application Guide

**Description:** This guide provides detailed instructions for applying for an Employer Identification Number (EIN) for individuals with a Social Security Number (SSN) and for individuals without an SSN who are abroad and not physically present in the United States.

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## 1. Overview of EIN

An Employer Identification Number (EIN) is a unique nine-digit number assigned by the Internal Revenue Service (IRS) to businesses for tax purposes. It is also known as a Federal Tax Identification Number and is used to identify a business entity.

## 2. Applying for an EIN with an SSN

### Step 1: Determine Your Eligibility

To apply for an EIN, you must meet the following criteria:

- Have a valid SSN.
- Have a valid reason for applying (e.g., starting a new business, hiring employees).

### Step 2: Prepare the Required Information

Gather the necessary information:

- Legal name of the entity or individual.
- Trade name (if applicable).
- Mailing address.
- SSN of the responsible party.
- Type of entity (e.g., sole proprietorship, corporation, partnership).
- Reason for applying.





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### Step 3: Apply Online

1. **Visit the IRS EIN Application Page:** Go to the IRS EIN application page.
2. **Click "Apply Online Now":** This will take you to the EIN application form.
3. **Complete the Application:** Follow the instructions to complete the application, providing all required information.
4. **Submit the Application:** After completing the application, review your information and submit it.
5. **Receive Your EIN:** Once submitted, you will receive your EIN immediately. Make sure to print or save the confirmation for your records.

### Step 4: Apply by Mail or Fax

If you prefer, you can apply by mail or fax using Form SS-4.

1. **Download Form SS-4:** Download the form from the IRS website here.
2. **Complete the Form:** Fill out the form with the required information.
3. **Mail or Fax the Form:**
  - **Mail:** Send the completed form to the IRS address listed on the form.
  - **Fax:** Fax the completed form to the number listed on the form.
4. **Receive Your EIN:** The IRS will process your application and send you your EIN by mail or fax.

## 3. Applying for an EIN without an SSN (for Individuals Abroad)

### Step 1: Determine Your Eligibility

To apply for an EIN without an SSN, you must meet the following criteria:

- You are not physically present in the United States.
- You do not have an SSN or ITIN (Individual Taxpayer Identification Number).

### Step 2: Prepare the Required Information

Gather the necessary information:

- Legal name of the entity or individual.
- Trade name (if applicable).
- Mailing address.
- Type of entity (e.g., sole proprietorship, corporation, partnership).
- Reason for applying.
- Responsible party's name and their contact information.





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### Step 3: Complete Form SS-4

1. **Download Form SS-4:** Download the form from the IRS website here.
2. **Complete the Form:** Fill out the form with the required information. In the "SSN, ITIN, or EIN" section, write "N/A" if you do not have an SSN or ITIN.

### Step 4: Contact the IRS

Since you cannot apply online without an SSN or ITIN, you must apply by mail or fax.

1. **Fax the Form:**
  - Fax the completed Form SS-4 to the IRS at +1 855-641-6935 (for international applicants).
2. **Mail the Form:**
  - Send the completed Form SS-4 to the IRS address: Internal Revenue Service  
Attn: EIN Operation  
Cincinnati, OH 45999  
USA

### Step 5: Receive Your EIN

The IRS will process your application and send you your EIN by mail or fax.

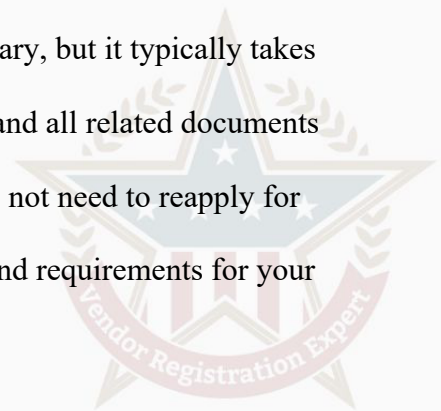
### Step 6: Appoint a Third-Party Designee (Optional)

If you prefer, you can appoint a third-party designee (e.g., a representative in the U.S.) to act on your behalf. This designee can apply for the EIN for you and receive the EIN on your behalf.

1. **Complete the Third-Party Designee Section:** In Form SS-4, fill out the third-party designee section with their information.
2. **Send the Form to the Designee:** Your designee will submit the form to the IRS on your behalf.

## 4. Important Considerations

- **Time Frame:** Processing times for mail or fax applications can vary, but it typically takes 4-5 weeks.
- **Record Keeping:** Keep a copy of your EIN confirmation notice and all related documents for your records.
- **Future Applications:** If you later obtain an SSN or ITIN, you do not need to reapply for an EIN; the EIN issued to you will remain valid.
- **Compliance:** Ensure ongoing compliance with IRS regulations and requirements for your business entity.



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For further assistance with your EIN application or if you encounter any issues, please contact us at [sales@vre.us](mailto:sales@vre.us). Our team of experts is ready to help you navigate the application process smoothly.

