

# NEW BUSINESS FORM SS-4 — APPLICATION FOR EMPLOYER IDENTIFICATION NUMBER

## Application for Employer Identification Number (Form SS-4)

Use Case: **New Domestic Business** Application Date: State of Primary Location: [STATE]

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### Part I — Identification of Applicant

**Line 1 — Legal name of entity (or individual) for whom the EIN is being requested:** [LEGAL NAME]

**Line 2 — Trade name of business (if different from name on Line 1):** N/A

**Line 3 — Executor, administrator, trustee, "care of" name:** N/A

**Lines 4a–4b — Mailing address (street, city, state, ZIP):** [LINES 4A 4B MAILING ADDRESS STREET]

**Lines 5a–5b — Street address (if different from mailing address):** Same as mailing address

**Line 6 — County and state where principal business is located:** [LINE 6 COUNTY AND STATE WHERE]

### Part II — Responsible Party (Lines 7a–7b)

**Line 7a — Name of responsible party:** [LINE 7A RESPONSIBLE PARTY S FULL]

**Line 7b — SSN, ITIN, or EIN of responsible party:** [LINE 7B TIN SSN ITIN EIN] (Ssn)

***Responsible Party — Natural Person Requirement.** Under 26 C.F.R. §301.6109-1(g), the "responsible party" identified on Line 7a must be a natural person (an individual) who ultimately controls, manages, or directs the entity and its funds — not an entity, not a formation agent, and not a registered agent (except where the applicant is itself a government entity). The above-named responsible party, by signing this application, affirms that they are the true responsible party within the meaning of the IRS regulations.*

***Nominee Prohibition.** The responsible party named on Line 7a is **not** a nominee. A nominee is a person with limited authority acting on behalf of the entity during formation (such as a formation agent, temporary incorporator, or registered agent who does not control the entity's assets). The IRS will reject applications naming a nominee in place of a legitimate responsible party, and*

*falsely naming a nominee may subject the applicant to penalties under 26 U.S.C. §7206 and §7207.*

***PII / Privacy Act Notice.** This application contains a Social Security Number or ITIN. Under the Privacy Act of 1974, 5 U.S.C. §552a, the IRS collects this information pursuant to 26 U.S.C. §6109 and 26 C.F.R. §301.6109-1 for tax-administration purposes. The applicant should protect any copy of this completed form that is not destined for the IRS by masking the TIN (e.g., XXX-XX-####) and transmitting the form only over secure channels. **The TIN is masked in this generated copy where mask\_tin is enabled.***

### **Part III — Entity Type (Lines 8–9)**

**Line 8a — Is this entity an LLC? No**

**Line 9a — Type of entity:** Sole Proprietor

### **Part IV — Reason for Applying (Line 10)**

**Line 10 — Reason for applying:** Started New Business

**Line 11 — Date business started or acquired:**

**Line 12 — Closing month of accounting year:** December

### **Part V — Employment Information (Lines 13–15)**

**Line 13 — Highest number of employees expected in the next 12 months:**

- Agricultural: 0
- Household: 0
- Other: 0
- **Total:** 0

**Line 14 — Form 944 annual filing election:** Not elected — Form 941 quarterly filing applies

**Line 15 — First date wages or annuities were (or will be) paid:** N/A — no employees anticipated

### **Part VI — Principal Activity (Lines 16–17)**

**Line 16 — Principal business activity:** Other

**Line 17 — Principal line of merchandise, service, or product:** [LINE 17 DESCRIBE PRINCIPAL LINE OF]

## Part VII — Prior EIN (Line 18)

**Line 18 — Has the applicant entity ever applied for an EIN before? No**

### Filing Pathway

Domestic applicants may obtain an EIN by any of the following methods:

- **Online (fastest — immediate issuance):** IRS EIN Assistant at <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online> — available to applicants whose principal business, office, or legal residence is in the US.
- **By fax:** Fax the completed Form SS-4 to 855-641-6935 — expect approximately four (4) business days for EIN issuance by return fax.
- **By mail:** Mail to Internal Revenue Service, Attn: EIN Operation, Cincinnati, OH 45999 — expect four to five (4–5) weeks for EIN issuance.
- **EIN status check:** 800-829-4933 (for mail applications).

**One EIN per responsible party per day.** The IRS limits EIN issuance to one per responsible party per day, regardless of the number of entities being formed. Formation agents filing for multiple clients must sequence applications across calendar days.

### Post-EIN Compliance — Responsible Party Changes

If the responsible party identified on Line 7a changes after the EIN is issued, the entity must report the change to the IRS within **sixty (60) days** by filing **Form 8822-B (Change of Address or Responsible Party — Business)**. Failure to report a change within this window may subject the entity to penalties and may impair future IRS correspondence.

### State-Specific Post-EIN Registration

### Signature and Attestation

Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is **true, correct, and complete**. I understand that any false or fraudulent statement may subject me to civil and criminal penalties under 26 U.S.C. §7206 (fraud and false statements) and 26 U.S.C. §7207 (fraudulent returns, statements, or other documents).

Applicant title: [TITLE OF SIGNER] Applicant phone: [APPLICANT S PHONE NUMBER]

### Responsible Party / Authorized Applicant

PRINTED NAME

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SIGNATURE

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DATE

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## Appendix — Post-EIN Action Checklist

1. Receive EIN confirmation notice (CP 575) from the IRS and retain for permanent records.
2. Confirm federal tax classification is as intended.
- 3.
4. Register with applicable state tax and employment agencies (see state-specific notices above).
5. Open the business bank account using the EIN confirmation notice.
6. **FinCEN Beneficial Ownership Information (BOI) Report — current status.** Under FinCEN's March 21, 2025 interim final rule, **domestic reporting companies and U.S. persons are exempted** from the BOI filing requirement under the Corporate Transparency Act (31 U.S.C. §5336). The BOI filing obligation currently applies only to **foreign reporting companies** registered to do business in the U.S. Confirm current FinCEN guidance at <https://www.fincen.gov/boi> before filing or relying on a prior CTA deadline.
7. Calendar reminders: quarterly **Form 941** (or annual **Form 944** if confirmed by IRS), annual **Form 940** (FUTA), and entity income-tax returns (Form 1065, 1120, 1120-S, 1040 Schedule C, or 1041 as applicable). Agricultural employers file **Form 943**; REMICs file **Form 1066**; farmers' cooperatives file **Form 1120-C**.
8. Report any responsible-party change within 60 days via **Form 8822-B**.
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