How to obtain an EIN Employer Identification Number (EIN) Online:

This is a step by step instructions on how to obtain an EIN.

Click on this link: APPLY ONLINE NOW

Once this link is open, proceed to application by clicking on the button shown here:

1) Individuals will need to select “Sole Proprietor”

What type of legal structure is applying for an EIN?

Before applying for an EIN you should have already determined what type of legal structure, business, or type of organization is being established.

Choose the type you are applying for. If you don’t see your type, select “View Additional Types.”

Sole Proprietor
Includes individuals who are in business for themselves and household employers.

Partnerships
Includes partnerships and joint ventures.

Corporations
Includes S corporations, personal service corporations, real estate investment trusts (REIT), regulated investment conduits (RIC), and settlement funds.

Limited Liability Company (LLC)
A limited liability company (LLC) is a structure allowed by state statute and is formed by filing articles of organization with the state.

Estate
An estate is a legal entity created as a result of a person’s death.

Trusts
All types of trusts including conservatorships, custodianships, guardianships, irrevocable trusts, revocable trusts, and receiverships.

View Additional Types, Including Tax Exempt and Governmental Organizations
If none of the above fit what you are establishing, there are several others to choose from.
1) Individuals will need to select “Sole Proprietor”

EIN Assistant

You have chosen Sole Proprietor.

Sole Proprietor

A sole proprietorship is a business that has only one owner and is not incorporated or registered with the state as a limited liability company (LLC). A sole proprietor can be a self-employed individual or an independent contractor. Sole proprietors (self-employed individuals) report all business income and expenses on their individual tax returns (Form 1040, U.S. Individual Income Tax Return, Schedule C, E, or F). A sole proprietor may or may not have employees.

Household Employer

You are a household employer if you have hired someone to do household work and that worker is your employee. Household employees include: babysitters, nannies, au pairs, cleaning people, housekeepers, maids, drivers, health aides, private nurses, caretakers, yard workers, and similar domestic workers.

2) Click here to continue the application process

EIN Assistant

You have chosen Sole Proprietor.

Please confirm your selection.

Confirm your selection of Sole Proprietor as the type of structure applying for an EIN.

What it is...

- A sole proprietorship is a business owned by one individual.
- A sole proprietor can be a self-employed individual or an independent contractor.
- All business income and expenses are reported on the individual’s federal income tax return.
- A sole proprietor may or may not have employees.

IMPORTANT: A sole proprietor may have only one EIN, regardless of the number of businesses you own or operate. If you already have an EIN, you must use that number for all of your sole proprietor businesses.

What it is not...

- The business cannot be incorporated or registered with the state as a limited liability company (LLC).

If you need to change your type of structure, we recommend that you do so now, otherwise you will have to start over and re-enter your information. Additional help may be found by reviewing all types of organizations and structures before making your selection.

<< Change Type

Continue >>
Why is the Sole Proprietor requesting an EIN? (Why are you requesting an EIN?)

Choose one reason that best describes why you are applying for an EIN.

- Started a new business
  Select this option if you are beginning a new business.

- Hired employee(s)
  Select this option if you already have a business and need to hire employees.

- Banking purposes
  Select this option if the reason for applying for the EIN is strictly to satisfy banking requirements or local law.

- Changed type of organization
  Select this option if you are changing the type of organization you currently operate, such as changing from a sole proprietor to a partnership, changing from a partnership to a corporation, etc.

- Purchased active business
  Select this option if you are purchasing a business that is already in operation.

1) “Banking Purposes” should be selected as that is the closest to the reason for obtaining an EIN

Please tell us about the Sole Proprietor.

> Required fields
Must match IRS records or this application cannot be processed.
The only punctuation and special characters allowed are hyphen (-) and ampersand (&).

- First name: John
- Last name: Smith
- Ssn/Tin: 123-45-6789

Choose One:
- I am the sole proprietor.
- I am a third party applying for an EIN on behalf of this sole proprietor.

Before continuing, please review the information above for typographical errors.

Continue >>
Where is the Sole Proprietor physically located?

1) Your mailing address

Street: 12354 MAIN STREET
City: CITYLAND
State/US territory: FLORIDA (FL)
ZIP code: 00000
Phone number: 000 - 000 - 0000

Do you have an address different from the above where you want your mail to be sent? ☐ Yes ☐ No

Before continuing, please review the information above for typographical errors.

Tell us about the Sole Proprietor.

1) Blank for Individuals

Name of Sole Proprietor
Trade name Doing business as (if different from name)
County where Sole Proprietor is located: DUVAL
State/Territory where Sole Proprietor is located: FLORIDA (FL)
Sole Proprietor start date: OCTOBER 2012

Before continuing, please review the information above for typographical errors.
Tell us more about the Sole Proprietor.

1) Select "Other" for the type of business

2) Click here to continue the application process
EIN Assistant

You have chosen Other.

Please choose one of the following that best describes your primary business activity:

- Consulting
- Manufacturing
- Organization (such as religious, environmental, social or civic, athletic, etc.)
- Rental
- Repair
- Sell goods
- Service
- Other - please specify your primary business activity: 

1) Select “Other”
2) Enter “Fulfilling Federal Law Requirements”

How would you like to receive your EIN Confirmation Letter?

You have two options for receiving your confirmation letter. Please choose one below:

1) Select this option to receive your letter online providing your EIN.

3) Click here to continue the application process

Receive letter online. This option requires Adobe Reader. You will be able to view, print, and save this letter immediately. It will not be mailed to you.

Receive letter by mail. The IRS will send the letter to the mailing address you provided - allow up to 4 weeks for delivery.

2) Click here to continue the application process