

Instructions
Applying For Your Employer Identification Number (EIN)
(Export Purposes Only)

If you do not have computer/internet access, **please call the IRS at 1-800-829-4933**,
Monday thru Friday, 7:00 a.m. to 10:00 p.m. local time.

FOR INTERNET FILERS

- Open your web browser and go to www.irs.gov
- You can local a link to “**Apply for an EIN Online**” or Search EIN on the home page
- This should open the “**Apply for an Employer Identification Number (EIN) Online**” page.
- 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**
2. The next screen will confirm the type of Sole Proprietor, again, with coordination of the IRS and Census department, click, click the area at the top titled “**Sole Proprietor,**” scroll down and 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**”
5. This screen is where you fill in your personal information which is required to obtain the EIN. Choose “**I am the sole proprietor**”, then click “**CONTINUE.**” This will not obligate you as a business owner; this is mainly the step to obtain the EIN.
6. This screen will prompt you to supply your U.S. address, which will be verified in the IRS database. Click “**CONTINUE.**”
7. On this screen, please supply your county of residence, your state of residence and the current date. This address will always be your last residence in the United States, 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.**”
8. The following screens are questions relating 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.**” Another category may apply, but disregard for this purpose. Click “**CONTINUE.**”
10. This screen allows you to describe your purpose. Please select “**Other**” and type “**FULFILLING FEDERAL REQUIREMENT TO EXPORT.**” Click “**CONTINUE.**”

10. The final screen is titled “How Would You Like to Receive Your EIN Confirmation Letter?” Please be sure to select “**RECEIVE LETTER ONLINE**”

NOTE: 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 you your confirmation. Click “**CONTINUE**” to receive your EIN.

- 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, complete the form and send it to your coordinator.

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. local time.