

Business Development Session 10 - SS-4 Federal Employer ID Number (EIN)

Required for Partnerships: The IRS uses this form to assign your partnership an EIN (similar to an individual's social security number). This EIN should be used to identify your partnership on all federal tax payments and tax returns. You must complete this form even if you do not have employees.

Optional for Sole Proprietors: Sole Proprietors only need to complete this if they are forming a pension plan, if their bank requires it, or if they hire employees.

Step-by-step hints for completing S-4

1. Your business' legal name. Sole Proprietors: enter your personal name. Partnerships: Enter the name on your partnership documents. Do not enter your fictitious business name.
2. If you have a fictitious business name, enter it here.
3. Leave blank, unless you have a trust or estate.
4. Mailing address.
5. Physical street address of your business.
6. County and state where your principal business is located.
7. Leave this blank. This is for corporations, trusts and LLCs.
8. Sole proprietors: check "Sole Proprietor SSN" and write down your social security number. Partnerships: check the partnership box.
9. Leave blank. This is for corporations only.
10. Check one box. Partnerships must complete this form when they first start business or when they first form a partnership. Therefore, they usually check "changed type of organization," "started new business," or "purchased going business." Sole proprietors only need to complete this form when they hire employees, form a pension plan, or their bank requires it. Thus, they usually check one of three boxes.
11. Day you started in this business.
12. Closing month of your accounting year. If it is not December, contact the IRS. You may have to comply with special rules or get permission for a non-calendar tax year.
13. If you don't plan to hire employees, put N/A.
14. Highest number of employees you expect to hire in the next year. If none, enter 0.
15. Describe the exact type of business you are operating.
16. Only complete if you manufacture a product.
17. Do you sell to businesses, to the public, or someone else?
18. Complete if you have had an EIN tax ID number for another business. On line 17b, trade name refers to the fictitious name you filed for that business (if any).

How to submit form

1. Complete the SS-4 form.
2. Determine your filing center.
3. Applications by mail should be made at least four to five weeks before you need an EIN.

Time Deadlines

Partnerships: as soon as possible because you will need the number to complete several other government forms and to pay quarterly taxes.

The IRS will send you coupons

After you submit this form, the IRS will send you a booklet with payment coupons (IRS form 8109 coupons). Unless you hire employees or sell items subject to the Federal Luxury Tax (if you sell luxury vehicles), you will not need to use these coupons!

Questions

Call the IRS Information Hotline at 800-829-1040.

There is no homework for this session.