Filing for an EIN number online - 2

[www.irs.gov](http://www.irs.gov) – go to the search box on the top right and type in EIN search

You will see a large EIN on the screen and a link below that says:

Apply for an Employer Identification Number

(EIN) Online

Click this link – on the next screen scroll down under Step 3 and click Apply Online Now

A box will pop up on your screen “This site says…” Click OK

In the middle of the screen, you will see a box that says “Begin Application>>”

Click this box

You will see several options on this next screen – select Sole Proprietor and continue

On the next screen select Sole Proprietor again and continue. Go to the bottom of the screen and click continue again

On the next screen, click banking purposes and continue

Fill in your name and Social Security number and click the circle next to: I am the sole proprietor, then continue

Fill in your address and info and click continue - It will ask you some questions about your “business” – just answer no to everything except if you have applied for an EIN before. If you have not, say no, if you have, say yes.

Start Date – use the month you intend to ship

It may ask you the reason you are starting the business: You should write that you are moving your personal goods (or car) to Mexico.

It will ask you if you want to receive the number online or some other way. Select online. It should pop up on the screen in just a minute or so. Print that screen and write down that number. That is what we need. Call us if you need assistance.