Your assignment for today is to set up your EIN number.

An Employer Identification Number (EIN) is also known as a Federal Tax Identification. An EIN Number, and is used to identify a business entity. Generally, an EIN is used like your social security number to open bank accounts and to establish business credit.

***This is a free service offered by the Internal Revenue Service and you can get your EIN immediately***.

1. Go to [www.IRS.gov](http://www.irs.gov/) to setup your EIN.
2. **Determine Your Eligibility**
* You may apply for an EIN online if your principal business is located in the United States or U.S. Territories.
* The person applying online must have a valid Taxpayer Identification Number (SSN, ITIN, EIN).
* You are limited to one EIN per responsible party per day.

1. **Understand the Online Application**
* File Form SS-4 or apply online at the Internal Revenue Service website to obtain an Employer Identification Number (EIN).
* You must complete this application in one session, as you will not be able to save and return at a later time.
* Your session will expire after 15 minutes of inactivity, and you will need to start over.
1. **Apply Online**
* Read each section carefully.
1. **Begin Application**
* Follow the prompts as directed.
1. **Application Complete**
* After all validations are done you will get your EIN immediately upon completion. You will have the option to download, save, and print your EIN confirmation notice.