

EMPLOYER IDENTIFICATION NUMBER APPLICATION  
SAMPLE ANNOTATION

**NOTES**

1. Employer Identification Number (EIN): An EIN is a nine-digit number that is assigned to an employer, proprietor, corporation, partnership, etc., for the purpose of reporting and tax filing. It is assigned by the IRS after completion and filing of Form SS-4.
2. Once an EIN has been assigned to an entity, it may be necessary at a later date for the entity to request a new EIN from the IRS based on financial or organizational developments. Certain entities may be required to request a new EIN based on bankruptcy proceedings, incorporation, introduction of new partners, or the acquisition of existing businesses. For a full list of events requiring a new EIN, consult the IRS website.
3. There are a number of ways in which an entity may apply for an EIN, such as by mail and by fax. The IRS suggests applying using the Internet EIN application hosted on the agency's website. International applicants may also apply by phone by calling 267-941-1099 between 6:00 AM and 11:00 PM Eastern Standard Time.