# APPLY FOR/FIND YOUR EIN

## Stay on top of your business

An Employer Identification Number (EIN) is used to identify a business entity.

Brokers typically use this number to ensure the trucking businesses they work with are compliant. Not having or knowing your EIN number could mean a delay in invoice payment. Ensuring you have accurate and up-to-date information on file will make the entire factoring process seamless.

For more information visit - irs.gov

## How to Apply for EIN

EINs must be used by all business entities. Follow the steps below to set up your business EIN:

#### 1. Determine your eligibility

- Ensure your principle business is located in the USA
- Have a valid taxpayer identification number

#### 2. Understand the online application, found on irs.gov

- You must complete the application at one time
- A session will expire at 15 min of inactivity

#### 3. Submit your application

 Your EIN will be issued immediately once all validations are complete



### How to Find a Lost EIN Number

If you have previously applied for and received your business' EIN, but have since misplaced the number, try the following steps to locate it.

- Find the computer-generated notice that was issued by the IRS when you applied for your EIN.
- If you used your EIN to open a bank account or apply for any type of state or local license, you should contact the bank or agency to secure your EIN.
- Find a previously filed tax return for your existing entity, it should be notated with your EIN.
- Ask the IRS to search for your EIN by calling the Business & Specialty Tax Line at 800.829.4933.

