

Step 3- Select Sole Proprietor and click continue

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EIN Assistant

Your Progress: **1. Identify** 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

You have chosen Sole Proprietor.

Sole proprietor includes individuals who are in business for themselves, or household employers. Read the descriptions below and choose the type for which you are applying.

Sole Proprietor
A sole proprietorship is a business that has only one owner and is not incorporated or registered with the state as a limited liability company (LLC). A sole proprietor can be a self-employed individual or an independent contractor. Sole proprietors (self-employed individuals) report all business income and expenses on their individual tax returns ([Form 1040](#), U.S. Individual Income Tax Return, Schedule C, E, or F). A sole proprietor may or may not have employees.

Household Employer
You are a household employer if you have hired someone to do household work and [that worker is your employee](#). Household employees include: babysitters, nannies, au pairs, cleaning people, housekeepers, maids, drivers, health aides, private nurses, caretakers, yard workers, and similar domestic workers.

Help Topics

[What is Form 1040?](#)

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Step 4-Click continue

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EIN Assistant

Your Progress: 1. Identify **2. Authenticate** 3. Addresses 4. Details 5. EIN Confirmation

Please confirm your selection.

Confirm your selection of **Sole Proprietor** as the type of structure applying for an EIN.

What it is...

- A sole proprietorship is a business owned by one individual.
- A sole proprietor can be a self-employed individual or an independent contractor.
- All business income and expenses are reported on the individual's federal income tax return.
- A sole proprietor may or may not have employees.

IMPORTANT: A sole proprietor may have only one EIN, regardless of the number of businesses you own or operate. If you already have an EIN, you must use that number for all of your sole proprietor businesses.

What it is not...

- The business cannot be [incorporated](#) or registered with the state as a [limited liability company \(LLC\)](#).

If you need to change your type of structure, we recommend that you do so **now**, otherwise you will have to start over and re-enter your information. Additional help may be found by reviewing [all types of organizations and structures](#) before making your selection.

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Step 5-Select Banking Purposes and click continue

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EIN Assistant

Your Progress: **1. Identify** | 2. Authenticate | 3. Addresses | 4. Details | 5. EIN Confirmation

Why is the Sole Proprietor requesting an EIN?

Choose one reason that best describes why you are applying for an EIN.

- Started a new business**
Select this option if you are beginning a new business.
- Hired employee(s)**
Select this option if you already have a business and need to hire employees.
- Banking purposes**
Select this option if the reason for applying for the EIN is strictly to satisfy banking requirements or local law.
- Changed type of organization**
Select this option if you are changing the type of organization you currently operate, such as changing from a sole proprietor to a partnership, changing from a partnership to a corporation, etc.
- Purchased active business**
Select this option if you are purchasing a business that is already in operation.

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Help Topics

- [I do not see my reason for applying here. What should I choose?](#)
- [What if more than one reason applies to me?](#)

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Step 6-Complete required fields and click continue

Help | Apply for New EIN | Exit

EIN Assistant

Your Progress: 1. Identify ✓ | **2. Authenticate** | 3. Addresses | 4. Details | 5. EIN Confirmation

Please tell us about the Sole Proprietor.

* Required fields
Must match IRS records or this application cannot be processed.
The only punctuation and special characters allowed are hyphen (-) and ampersand (&).

First name *

Middle name/initial

Last name *

Suffix (Jr, Sr, etc.)

SSN/ITIN * - -

Choose One: *

- I am the sole proprietor.
- I am a third party applying for an EIN on behalf of this sole proprietor.

Before continuing, please review the information above for typographical errors.

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Step 7 - Complete the Address and Details Sections and you will receive an EIN confirmation