Employer Identification Number (EIN)
the Improved Process
Talking Points

- IRS has dramatically improved the Employer Identification Number (EIN) application process.

- IRS can now accept a telephone application for an EIN from a third party and fax the EIN back to the third party's client if they provide the client's fax number at the time of application.

- The taxpayer or their representative is no longer required to have a completed Form SS-4, Application for Federal Employer Identification Number, when they call applying for a number. The IRS employee will complete the form as they take the phone application.

- IRS will accept an unlimited number of EIN requests during the same telephone application. Previously, we had a limit of 5 requests per phone call.

- Web site information explaining the EIN application process can be found at the following address: Small Business/Self-Employed, then select your choice under Employer ID Numbers.

- The toll-free number, 1-866-816-2065, will become available in January 2002.

- An embedded section 6103(c) disclosure authorization will be included in the revised Form SS-4, exclusively for the Form SS-4 application process. This will eliminate the need for a separate Form 2848, Power of Attorney, when applying for an EIN.

- EIN processing is being centralized in 3 sites - Cincinnati, Philadelphia and Brookhaven. Specialization will improve the quality of IRS assistance. Additionally, staffing is being increased to allow IRS to offer 12 hours of operation across the country. The hours will be Monday through Friday, from 7:30am to 5:30pm customer's local time. Alaska and Hawaii will need to use Pacific Time zone for their calls.

- Newest Update: The new numbers may present some validation exceptions in systems that had previously been programmed to accept the old codes. For example, a new EIN for a business in the state of Nevada may be assigned a number beginning with 30, rather than the 88 customers are accustomed to.

> The valid range of numbers (01-99) excludes the numbers 07, 08, 09, 17, 18, 19, 28, 29, 49, 78 and 79. All other two digit prefixes in that range are valid