EINs can now be applied for online. However, Form SS-4 must be completed prior to online application in order to obtain participant signature.

Record EIN here when received. This box is left blank until EIN is received.

Employer can be participant or representative serving as employer. After employer name, enter “HCSR.”

Leave Line 2 blank.

Participant employer should generally not be established as an LLC or corp.

Leave 9b blank.

As a default, leave Box 14 unchecked.

Enter 0 in all boxes. Do not enter any other number in these boxes.

In most cases, “no” should be checked.

Individual listed in Box 1 should sign, date and print name, telephone and fax (if applicable) here. An exception is if a guardian for the individual listed in Box 1 has been court appointed. If a guardian for the person listed in Box 1 has been court appointed, guardian should sign, date and attach copy of court appointed guardianship papers with court seal visible.

**Example IRS Form SS-4**

*Used to Obtain Federal Employer Identification Number for a Participant Hiring Employees and Using a Fiscal/Employer Agent*