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## INSTRUCTIONS TO APPLY FOR YOUR E.I.N. (EXPORT PURPOSES)

**If you do not have computer/internet access, please call the IRS at 1-800-829-4933, Monday thru Friday.**

### FOR INTERNET FILERS

Open your web browser and go to [www.irs.gov](http://www.irs.gov)

On the Top middle of the page I NEED TO APPLY FOR AN EIN (click)

Once page loads, scroll down to bottom of page to APPLY ONLINE NOW (click)

You are now at the screen titled, "Important Information Before you Begin" If you are filing on behalf of another person, please read the section "RESTRICTIONS".

### Click BEGIN APPLICATION

1. Per the coordination of the IRS and the Census department, you will be applying for an EIN as a SOLE PROPRIETOR, click the area at the top titled "Sole Proprietor," scroll down and click CONTINUE.
2. The next screen will confirm the type of Sole Proprietor, again, with coordination of the IRS and Census Department, click Sole Proprietor and then click CONTINUE.
3. This screen confirms your selection as a Sole Proprietor, click CONTINUE.
4. The next screen is titled "Why is the Sole Proprietor requesting an EIN?" Per the IRS, please click STARTED A NEW BUSINESS. This will not obligate you as a business owner; this is mainly the step to obtain the EIN. Click CONTINUE.
5. This screen is where you fill in your personal information which is required to obtain the EIN. If you are the "sole proprietor" requesting the EIN, click the button "I am the sole proprietor." If not, please contact your representative at CFR Rinkens, LLC.
6. This screen will prompt you to supply your U.S. address, not your foreign address. If you choose to have your EIN mailed to you, this is the address it will be sent to. Click Continue.
7. On this screen, please supply your county of residence, your state of residence and the current date, click CONTINUE. This address will always be your last residence in the United States.
8. The following screens are questions relating to the sole proprietor. As this EIN is for export purposes, select "NO" to the listed questions and click CONTINUE.
9. This screen will allow you to state that you are obtaining an EIN for export purposes. At the bottom of the screen, click OTHER (the category may apply, but disregard for this purpose), and type FULFILLING FEDERAL REQUIREMENT TO EXPORT, click CONTINUE.
10. The final screen is titled "How Would You Like to Receive Your EIN Confirmation Letter?" Please be sure to select RECEIVE LETTER ONLINE. Once you receive your EIN number, print your letter and supply that number to your customer service representative at CFR Rinkens, LLC, it is very important to receive this as delays with your shipment can occur while waiting for the IRS to mail you your confirmation. Click CONTINUE to receive your EIN.



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Note:

Once you have completed your move, you have the option to cancel your EIN with the IRS. To close your EIN number, please go to

<http://www.irs.gov/businesses/small/article/0,,id=177073,00.html>

if you have misplaced your EIN, you can also go to

<http://www.irs.gov/businesses/small/article/0,,id=155444,00.html>

11. Your final step is to enter your EIN on the upper left corner of the Power of Attorney form (attached), complete the form and send it to your coordinator at CFR Rinkens LLC.

Note: If you have difficulties going through this process, please call the IRS at 1-800-829-4933, Monday thru Friday, 7:00 a.m. to 10:00 p.m. local time.



CFR Rinkens, LLC  
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www.rinkens.com

## LIMITED POWER OF ATTORNEY

Your Name:

Social Security/IRS Number:

CFR RINKENS LLC hereafter referred to as CFR is requested and authorized to prepare and issue the necessary Bills of Lading and/or Airway bills, Shipper's Declarations, Importer Security Filing, and any other document required by law, regulation, or shipper's request on behalf of the undersigned. CFR is hereby granted full power of attorney to do whatever is required to consign shipments for carriage to destination or for onward carriage and delivery by another transportation organization in accordance with the terms and conditions contained in the Bill of Lading and/or Airway bill, Tariff Rules and Regulations, including provisions thereof, limiting the liability to the shipper's declared value and/or any such tariff limitations on liability. If a non-resident Corporation, we further authorize CFR to accept service of process.

Address:

City:

City/Province:

ZIP:

Phone:

Date of Birth:

Signature:

[Close This Window](#)[Print This Page](#)

## Authorize the Third Party

If a third party designee is completing the online application on behalf of the taxpayer, the taxpayer must authorize the third party to apply for and receive the EIN on his or her behalf, according to the process below:

1. The taxpayer must sign a completed Form SS-4 (Application for Employer Identification Number), including the third party designee section, prior to the third party making the online application. A copy of the signed Form SS-4 must be retained in the third party's files.
2. The taxpayer must read and sign a statement that he/she understands that he/she is authorizing the third party to apply for and receive the EIN on his or her behalf, and to answer questions about completion of the form. A copy of the signed statement must be retained in the third party's files.
3. The assigned EIN will be disclosed to the third party upon successful completion of the online application.
4. The taxpayer will receive a computer-generated notice from the IRS stating that the EIN was assigned.

[Close This Window](#)[Print This Page](#)

## Third Party Designee

A third party designee is a person with whom you allow the IRS to discuss the completion of your Form SS-4 (Application for Employer Identification Number). By nominating a third party designee, you allow the IRS to:

- Discuss with your designee any information needed to establish your EIN.
- Release the EIN to your designee.

**Note:** Form SS-4 begins on the next page of this document.

## **Attention**

### **Limit of one (1) Employer Identification Number (EIN) Issuance per Business Day**

Effective May 21, 2012, to ensure fair and equitable treatment for all taxpayers, the Internal Revenue Service (IRS) will limit Employer Identification Number (EIN) issuance to one per responsible party per day. This limitation is applicable to all requests for EINs whether online or by phone, fax or mail. We apologize for any inconvenience this may cause.

# Application for Employer Identification Number

OMB No. 1545-0003

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.)

EIN

▶ See separate instructions for each line. ▶ Keep a copy for your records.

<b>Type or print clearly.</b>	1 Legal name of entity (or individual) for whom the EIN is being requested	
	2 Trade name of business (if different from name on line 1)	3 Executor, administrator, trustee, "care of" name
	4a Mailing address (room, apt., suite no. and street, or P.O. box)	5a Street address (if different) (Do not enter a P.O. box.)
	4b City, state, and ZIP code (if foreign, see instructions)	5b City, state, and ZIP code (if foreign, see instructions)
	6 County and state where principal business is located	
	7a Name of responsible party	7b SSN, ITIN, or EIN
8a Is this application for a limited liability company (LLC) (or a foreign equivalent)? <input type="checkbox"/> Yes <input type="checkbox"/> No		8b If 8a is "Yes," enter the number of LLC members ▶
8c If 8a is "Yes," was the LLC organized in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
9a <b>Type of entity</b> (check only one box). <b>Caution.</b> If 8a is "Yes," see the instructions for the correct box to check.		
<input type="checkbox"/> Sole proprietor (SSN) _____ <input type="checkbox"/> Estate (SSN of decedent) _____ <input type="checkbox"/> Partnership <input type="checkbox"/> Plan administrator (TIN) _____ <input type="checkbox"/> Corporation (enter form number to be filed) ▶ _____ <input type="checkbox"/> Trust (TIN of grantor) _____ <input type="checkbox"/> Personal service corporation <input type="checkbox"/> National Guard <input type="checkbox"/> State/local government <input type="checkbox"/> Church or church-controlled organization <input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government/military <input type="checkbox"/> Other nonprofit organization (specify) ▶ _____ <input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises <input type="checkbox"/> Other (specify) ▶ _____ Group Exemption Number (GEN) if any ▶ _____		
9b If a corporation, name the state or foreign country (if applicable) where incorporated	State	Foreign country
10 <b>Reason for applying</b> (check only one box)		
<input type="checkbox"/> Started new business (specify type) ▶ _____ <input type="checkbox"/> Banking purpose (specify purpose) ▶ _____ <input type="checkbox"/> Hired employees (Check the box and see line 13.) <input type="checkbox"/> Changed type of organization (specify new type) ▶ _____ <input type="checkbox"/> Compliance with IRS withholding regulations <input type="checkbox"/> Purchased going business <input type="checkbox"/> Other (specify) ▶ _____ <input type="checkbox"/> Created a trust (specify type) ▶ _____ <input type="checkbox"/> Created a pension plan (specify type) ▶ _____		
11 Date business started or acquired (month, day, year). See instructions.	12 Closing month of accounting year	
13 Highest number of employees expected in the next 12 months (enter -0- if none). If no employees expected, skip line 14.	14 If you expect your employment tax liability to be \$1,000 or less in a full calendar year <b>and</b> want to file Form 944 annually instead of Forms 941 quarterly, check here. (Your employment tax liability generally will be \$1,000 or less if you expect to pay \$4,000 or less in total wages.) If you do not check this box, you must file Form 941 for every quarter. <input type="checkbox"/>	
15 First date wages or annuities were paid (month, day, year). <b>Note.</b> If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year) . . . . . ▶		
16 Check <b>one</b> box that best describes the principal activity of your business.		
<input type="checkbox"/> Construction <input type="checkbox"/> Rental & leasing <input type="checkbox"/> Transportation & warehousing <input type="checkbox"/> Accommodation & food service <input type="checkbox"/> Wholesale-agent/broker <input type="checkbox"/> Real estate <input type="checkbox"/> Manufacturing <input type="checkbox"/> Finance & insurance <input type="checkbox"/> Other (specify) <input type="checkbox"/> Wholesale-other <input type="checkbox"/> Retail		
17 Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided.		
18 Has the applicant entity shown on line 1 ever applied for and received an EIN? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," write previous EIN here ▶		

<b>Third Party Designee</b>	Complete this section <b>only</b> if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.	
	Designee's name	Designee's telephone number (include area code) ( )
	Address and ZIP code	Designee's fax number (include area code) ( )
Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.		Applicant's telephone number (include area code) ( )
Name and title (type or print clearly) ▶		Applicant's fax number (include area code) ( )
Signature ▶		Date ▶

## Do I Need an EIN?

File Form SS-4 if the applicant entity does not already have an EIN but is required to show an EIN on any return, statement, or other document.<sup>1</sup> See also the separate instructions for each line on Form SS-4.

IF the applicant...	AND...	THEN...
Started a new business	Does not currently have (nor expect to have) employees	Complete lines 1, 2, 4a-8a, 8b-c (if applicable), 9a, 9b (if applicable), and 10-14 and 16-18.
Hired (or will hire) employees, including household employees	Does not already have an EIN	Complete lines 1, 2, 4a-6, 7a-b (if applicable), 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10-18.
Opened a bank account	Needs an EIN for banking purposes only	Complete lines 1-5b, 7a-b (if applicable), 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10, and 18.
Changed type of organization	Either the legal character of the organization or its ownership changed (for example, you incorporate a sole proprietorship or form a partnership) <sup>2</sup>	Complete lines 1-18 (as applicable).
Purchased a going business <sup>3</sup>	Does not already have an EIN	Complete lines 1-18 (as applicable).
Created a trust	The trust is other than a grantor trust or an IRA trust <sup>4</sup>	Complete lines 1-18 (as applicable).
Created a pension plan as a plan administrator <sup>5</sup>	Needs an EIN for reporting purposes	Complete lines 1, 3, 4a-5b, 9a, 10, and 18.
Is a foreign person needing an EIN to comply with IRS withholding regulations	Needs an EIN to complete a Form W-8 (other than Form W-8ECI), avoid withholding on portfolio assets, or claim tax treaty benefits <sup>6</sup>	Complete lines 1-5b, 7a-b (SSN or ITIN optional), 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10, and 18.
Is administering an estate	Needs an EIN to report estate income on Form 1041	Complete lines 1-6, 9a, 10-12, 13-17 (if applicable), and 18.
Is a withholding agent for taxes on non-wage income paid to an alien (i.e., individual, corporation, or partnership, etc.)	Is an agent, broker, fiduciary, manager, tenant, or spouse who is required to file Form 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons	Complete lines 1, 2, 3 (if applicable), 4a-5b, 7a-b (if applicable), 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10, and 18.
Is a state or local agency	Serves as a tax reporting agent for public assistance recipients under Rev. Proc. 80-4, 1980-1 C.B. 581 <sup>7</sup>	Complete lines 1, 2, 4a-5b, 9a, 10, and 18.
Is a single-member LLC	Needs an EIN to file Form 8832, Classification Election, for filing employment tax returns and excise tax returns, or for state reporting purposes <sup>8</sup>	Complete lines 1-18 (as applicable).
Is an S corporation	Needs an EIN to file Form 2553, Election by a Small Business Corporation <sup>9</sup>	Complete lines 1-18 (as applicable).

<sup>1</sup> For example, a sole proprietorship or self-employed farmer who establishes a qualified retirement plan, or is required to file excise, employment, alcohol, tobacco, or firearms returns, must have an EIN. A partnership, corporation, REMIC (real estate mortgage investment conduit), nonprofit organization (church, club, etc.), or farmers' cooperative must use an EIN for any tax-related purpose even if the entity does not have employees.

<sup>2</sup> However, do not apply for a new EIN if the existing entity only (a) changed its business name, (b) elected on Form 8832 to change the way it is taxed (or is covered by the default rules), or (c) terminated its partnership status because at least 50% of the total interests in partnership capital and profits were sold or exchanged within a 12-month period. The EIN of the terminated partnership should continue to be used. See Regulations section 301.6109-1(d)(2)(iii).

<sup>3</sup> Do not use the EIN of the prior business unless you became the "owner" of a corporation by acquiring its stock.

<sup>4</sup> However, grantor trusts that do not file using Optional Method 1 and IRA trusts that are required to file Form 990-T, Exempt Organization Business Income Tax Return, must have an EIN. For more information on grantor trusts, see the Instructions for Form 1041.

<sup>5</sup> A plan administrator is the person or group of persons specified as the administrator by the instrument under which the plan is operated.

<sup>6</sup> Entities applying to be a Qualified Intermediary (QI) need a QI-EIN even if they already have an EIN. See Rev. Proc. 2000-12.

<sup>7</sup> See also *Household employer* on page 4 of the instructions. **Note.** State or local agencies may need an EIN for other reasons, for example, hired employees.

<sup>8</sup> See *Disregarded entities* on page 4 of the instructions for details on completing Form SS-4 for an LLC.

<sup>9</sup> An existing corporation that is electing or revoking S corporation status should use its previously-assigned EIN.