

EIN Application Walkthrough

Your Employer Identification Number is your business's federal ID number.

What is an EIN?

An **Employer Identification Number (EIN)** is issued by the **IRS** and used to:

- Identify your LLC for federal tax purposes
 - Open a business bank account
 - Hire employees (if applicable)
 - Build business credit
 - Separate your business finances from your personal SSN
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BEFORE YOU BEGIN

Make sure you have:


- Your **LLC name** approved and filed with your state
- Your **business address**
- Your **Social Security Number (SSN)** or Individual Taxpayer Identification Number (ITIN)
- Your **phone number and email address**
- Your **business structure (LLC)**
- A clear idea of what your business will do (i.e., “consulting,” “online retail,” etc.)

Important: You must complete the online EIN application in one session. It **cannot be saved**, and you must apply during IRS business hours:

Monday–Friday, 7am to 10pm EST

HOW TO APPLY FOR AN EIN ONLINE

Step 1: Go to the IRS Application Page

 <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

Click the “**Apply Online Now**” button.

Step 2: Begin Application

- Click “**Begin Application**”
- Select **Limited Liability Company (LLC)** as your entity type
- Confirm that you are forming an LLC and how many members are in the LLC

For most MPW subscribers, this will be “1” member

- Choose the **state** where your LLC was formed
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Step 3: Identify the Responsible Party

- Enter the name and SSN of the person applying (this is typically you)
 - Choose “**I am the owner**” or “I am a member of the LLC”
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Step 4: Provide Your LLC Details

- Enter the full **legal name** of your LLC (as it appears on your Articles of Organization)
 - Enter the **trade name** (DBA) if applicable — if none, leave blank
 - Enter the **LLC’s mailing address**
 - Confirm the **state and county** where the business is located
 - Confirm if the business was started in the **current calendar year**
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Step 5: Business Purpose & Details

- Choose your **business category** (e.g., consulting, retail, coaching, etc.)

- Choose a more specific **activity** if prompted
- Indicate whether you will have **employees** (yes/no)

If no employees, you will choose “no” for withholding taxes

- Confirm you want your EIN **immediately online**
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Step 6: Choose How to Receive Your EIN

- Choose **“View Letter Online”** for fastest delivery

You’ll get a **PDF immediately** on the screen — this is your official EIN confirmation letter (CP 575)

Step 7: Download & Save

- **Download and save the confirmation letter immediately**

Save to your secure business file

Kingdom Tip:

“Render to Caesar what is Caesar’s...” – Mark 12:17

Setting up your EIN is an act of obedience, separation, and wisdom. It legally protects your stewardship and aligns your vision with Kingdom order.