

## Guidelines

When completing Form SS-4, be sure to indicate the correct spelling of the complete name of the entity as the legal name of the entity;

indicate a trade name only if a trade name or “DBA” has been state registered under the entity previously;

indicate an executor, administrator, trustee, or “care of” name only if one has been established for the entity previously [Instructions for **“care of” name**: “If the entity applying has a designated person to receive tax information, enter that person’s name as the ‘care of person.’” [Instr. for Form SS-4 (Rev. 12-2019), p2.]]; and

indicate an established non-local mailing address as the address;

indicate the County and State of the non-local mailing address;

indicate the name and SSN of the responsible party [Instructions for **responsible party**: “the responsible party must be an individual,” “the person who ... exercises ultimate effective control over the entity,” which at the moment of the application is also **exclusive** control since the entity cannot begin or continue to operate without an EIN—and, naturally, this person can change, even repeatedly, during the entity’s existence. [Instr. for Form SS-4 (Rev. 12-2019), p3.]]; and

indicate “Other” as the type of entity and indicate “LLC” as the specific type;

indicate “banking” as the reason for applying and “open account” as the specific purpose;

indicate the state registration filing date as the date business started and December as the closing month of the accounting year;

indicate zero employees expected (unless a plan exists to hire employees and take on the various obligations of a payroll system);

indicate “Other” for the principal activity of the business and “Commercial Services” as the specific services provided (unless the business falls under one of the other listed principal activities);

indicate a third party designee only if one has been established for the entity previously and indicate the fax number to be used to submit the form [Instructions for **Third-Party Designee**: “The designee’s authority terminates at the time the EIN is assigned and released to the designee.” [Instr. for Form SS-4 (Rev. 12-2019), p6.]]; and

indicate the name and affix the signature of the executor, administrator, trustee, or “care of” individual, the responsible party, or the third party designee.