

EIN Application Guide

One In The Hand, LLC

What is an EIN?

An **Employer Identification Number (EIN)** is a unique nine-digit number assigned by the IRS to identify your business for tax purposes. It's like a Social Security Number for your company.

Why You Need an EIN

1. **Open a Business Bank Account** - Required by all banks
 2. **File Business Tax Returns** - Even as a single-member LLC
 3. **Hire Employees** - Required for payroll taxes
 4. **Apply for Business Licenses** - Many require an EIN
 5. **Establish Business Credit** - Separates personal and business credit
 6. **Work with Vendors** - Many require W-9 with EIN
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How to Apply (FREE - Do Not Pay Third Parties)

Online Application (Recommended)

URL:

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

Hours: Monday-Friday, 7am-10pm Eastern Time

Processing Time: Immediate - EIN issued upon completion

Information You'll Need:

Field	Your Information
Legal Name of Entity	One In The Hand, LLC
Trade Name/DBA	OITH
Entity Type	Limited Liability Company
State of Formation	[YOUR STATE]
Date Business Started	[DATE]
Principal Business Activity	Computer Programming Services (or) Data Processing Services
Principal Product/Service	Mobile Dating Application
Responsible Party Name	Matthew Ross
Responsible Party SSN	[YOUR SSN]
Business Address	[YOUR ADDRESS]
Mailing Address	[SAME OR DIFFERENT]
Number of Employees Expected	[NUMBER - Can be 0]

Step-by-Step Application Process

Step 1: Go to IRS EIN Application

- Navigate to:
<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
- Click "Apply Online Now"

Step 2: Select Entity Type

- Select "Limited Liability Company (LLC)"
- Answer: Single-member LLC

Step 3: Why You Need an EIN

- Select: "Started a new business"

Step 4: Provide Business Information

- Legal Name: One In The Hand, LLC
- Trade Name: OITH
- State: [Your state of formation]
- County: [Your county]

Step 5: Responsible Party

- Name: Matthew Ross
- SSN: [Your SSN]
- Title: Managing Member

Step 6: Business Details

- Address: [Your business address]
- Date started: [Date of LLC formation]
- Closing month of accounting year: December

Step 7: Classification

- Select: Limited Liability Company
- Number of members: 1

Step 8: Reason for Applying

- Select: Started new business

Step 9: Industry

- Business description: "Mobile dating application development and subscription services"
- NAICS Code: 519130 (Internet Publishing) or 541511 (Custom Computer Programming)

Step 10: Receive Your EIN

- Print/save the confirmation letter
- Your EIN will be displayed: XX-XXXXXXX

After Receiving Your EIN

Immediate Actions:

1. **Save the Confirmation Letter** - Keep in company records
2. **Update Company Documents** - Add EIN to Operating Agreement records
3. **Open Business Bank Account** - Take EIN letter and Articles to bank

Bank Account Opening Checklist:

- ■ EIN Confirmation Letter
- ■ Articles of Organization (filed and stamped)
- ■ Operating Agreement
- ■ Personal ID (Driver's License/Passport)
- ■ Initial deposit

Record Your EIN Here

One In The Hand, LLC

EIN: _- _

Date Obtained: _____

Obtained By: Matthew Ross

Important Notes

■■ **Never pay for EIN application** - It's FREE from the IRS

■■ **Apply online** - Fastest method, immediate results

■ ■ **Keep EIN confidential** - Treat like a Social Security Number

■ ■ **One EIN per entity** - Do not apply multiple times

Alternative Application Methods

By Fax (4 business days)

- Complete Form SS-4
- Fax to: (855) 641-6935

By Mail (4-6 weeks)

- Complete Form SS-4
- Mail to: Internal Revenue Service
Attn: EIN Operation
Cincinnati, OH 45999

Form SS-4 Download:

<https://www.irs.gov/pub/irs-pdf/fss4.pdf>