

# EIN Application Guide

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## One In The Hand, LLC

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### What is an EIN?

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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.

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### Why You Need an EIN

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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)

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#### 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]

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## 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
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## 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
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## Record Your EIN Here

### One In The Hand, LLC

EIN: \_-\_-

Date Obtained: \_\_\_\_\_

Obtained By: Matthew Ross

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## 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

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## Alternative Application Methods

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### 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>