

EIN Instructions for Prairie Tech Solutions LLC

Prepared for James White | Formed in North Dakota

Start With Genie – Your personal LLC assistant

Effective Date: 8/9/2025

1. What Is an EIN and Why It Matters

An EIN (Employer Identification Number) is a unique ID issued by the IRS. It works like a Social Security Number for your business, and it's required for:

- Opening a business bank account
- Filing taxes
- Hiring employees
- Applying for business credit

Even if you're a single-member LLC, most banks and services will still require an EIN.

2. Who Needs an EIN

Most LLCs need an EIN. Even if you don't plan to hire employees,

you'll likely need one to:

- Open a business bank account**
- File federal or state taxes**
- Apply for licenses, loans, or payment processors**

Getting an EIN is completely free and only takes a few minutes online.

3. How to Apply for an EIN Online

The IRS provides a free online application for LLCs.

Where to apply:

<https://irs.gov/ein>

When:

Monday–Friday, 7:00 AM – 10:00 PM EST

What you'll need:

- Your name: James White**
- Your business name: Prairie Tech Solutions LLC**
- Business address: 123 Main Street, Fargo, ND 58102**
- Business structure: LLC**
- Confirmation that you are the owner**

What to expect:

The application takes about 10 minutes. Once submitted, your EIN is issued immediately.

You don't need a lawyer or any advanced paperwork. Just answer honestly, and save your confirmation.

4. What to Do After You Get Your EIN

Once you receive your EIN:

- Download and save your confirmation letter (Form CP 575)**
- Use it to open your business bank account**
- You'll need it for taxes, payroll setup, and applying for credit**
- Come back to your Genie Dashboard to download your Operating Agreement**

5. Alternate Filing Options (Mail or Fax)

If you don't have a Social Security Number or can't use the online application:

1. Download IRS Form SS-4:

<https://www.irs.gov/forms-pubs/about-form-ss-4>

2. Complete the form using your LLC details

(Leave the SSN field blank if you're a non-U.S. resident)

3. Submit the form to the IRS by:

- Fax: 855-641-6935

- Mail:

Internal Revenue Service

Attn: EIN Operation

Cincinnati, OH 45999

This method typically takes 2–4 weeks.