



Dear Valued Customer,

In accordance with the Privacy Act of 1974, Title 5, United States Code, Section 552a, Foreign Trade Regulations prohibit the collection of Social Security Numbers (SSN) for identification purposes to ensure that the U.S. Principal Party in Interest (USPPI's) or U.S. authorized agent's personal information is protected.

All USPPI's and authorized agents who previously reported an SSN when filing in the Automated Export System (AES) must now provide Employer/Employee Identification Numbers (EIN). U.S. Citizens exporting household goods and personal effects overseas are required to obtain a personal EIN before a shipment will be permitted to depart the United States.

A personal EIN can be obtained by registering with the [Internal Revenue Service](#) online or by calling (800) 829-4933 and following the instructions.

The application process is straightforward. Below are step-by-step instructions for online applications:

- Go to the [Internal Revenue Service website](#)
- Click **Apply Online Now** at the bottom of the page.
- Click **Begin Application**.
- Select **Sole Proprietor** and click **Continue**.
- Click **Continue** again.
- Click **Continue** to confirm.
- Any reason for applying for an EIN may be selected. Once selected, click **Continue**.
- Complete the **Name, Address** and **SSN** fields. Select **Sole Proprietor** and click **Continue**.
- Leave the field for *Trade Name* blank and enter **United States** as the country where the sole proprietor is located. Select your origin state and enter today's date as *Sole Proprietor Start Date*. Click **Continue**.
- Answer **No** to the 5 questions and click **Continue**.
- Select **Other** for *What does your business or organization do*. This should not be associated with your employer. Click **Continue**.
- Select **Other** as your business' activity and enter **Relocation** in the blank field. Click **Continue**.
- Select **Receive Letter Online** and click **Continue**.
- Review your data and print a copy for your records. Click **Continue**.

Your EIN number will appear on the following screen. Print your EIN confirmation letter and save for your records.

Please inform your Arpin International Group Relocation Coordinator of your EIN number by returning the EIN Compliance Letter (Page 2).

If you have any questions or difficulty obtaining your EIN, please do not hesitate to contact your local Arpin International Relocation Coordinator as your shipment **cannot** leave the United States without this information.

Thank you for entrusting Arpin International Group with your relocation.



EIN COMPLIANCE LETTER

Owner's Name: _____ Reg. Num.: _____

Shipment Type: ☐ Air ☐ Surface

Email Address: _____ Corporate Account: _____

Origin Address: _____ Destination Address: _____

Origin Phone: _____ Destination Phone: _____

Depreciated Customs Value for Export Purposes: _____ Owners Initials: _____

I grant Arpin International Group ("Arpin") a limited Power of Attorney to act in my name and on my behalf to prepare export documents, sign and accept documents relating to the shipment, and to arrange for the forwarding of my shipment to its final destination. I further grant Arpin dominion and control over my shipment to the extent necessary to route the shipment to destination. I accept that it is the sole responsibility of Arpin to use reasonable care in the selection of carriers, forwarders, agents and others to whom it may entrust the shipment. I accept that my recovery for loss, damage, and/or destruction of the shipment is limited to the amount of transit coverage purchased and that transit coverage arranged by Arpin is subject to the terms and conditions of Arpin's open marine insurance policy - a copy of which will be made available upon request. I acknowledge that the exact amount of charges for services performed outside the United States may not be known at the time payment is required and agree to pay for such services based on estimates provided prior to shipment. For air shipments, Arpin does not directly or indirectly provide air transportation, but only acts as Owner's agent in arranging for it.

I understand that (a) it is my responsibility to ensure no firearms, explosives, destructive devices or hazardous materials, such as aerosol spray cans, matches, paints, ammunition, propane tanks, etc., are loaded in my shipment; (b) my shipment will undergo customs clearance at destination and certain documents may be required (Hawaii, Alaska, Puerto Rico and U.S. possessions excluded), and that I have complied with all known customs regulations required by the destination country; (c) full payment in the form of a Cashier's Check must be made prior to the release of my belongings unless other billing arrangements have been made; (d) final charges will be based on the actual weight and volume of my goods; and (e) rates are based on normal access at destination unless otherwise noted. Delivery above 2nd floor, long carry or shuttle devices will result in additional charges at destination.

By signing this Compliance Letter, Owner agrees to the terms and conditions above.

Owner's
Signature: _____

Date: _____

Employer Identification Number (US Citizen): _____

Passport Number (Non-US Citizen): _____

Please complete, sign, and fax/email this letter to your Arpin International Group Relocation Coordinator.