



APPLY ONLINE

The [Internet EIN](#) application is the preferred method for customers to apply for and obtain an EIN. Once the application is completed, the information is validated during the online session, and an EIN is issued immediately.

- Go to IRS Website www.irs.gov
- Click on **Information For....**(upper right corner) then **Businesses** •
Click on **Small Business/Self-Employed** left side of page
- In the middle of page and click on **Employee ID Numbers (EINs)** •
Click on **Apply for EIN Online** read and follow directions from there.

APPLY BY EIN Toll-Free Telephone Service

Taxpayers can obtain an EIN immediately by calling the Business & Specialty Tax Line at (800) 829-4933. The hours of operation are 7:00 a.m. - 10:00 p.m. Eastern time, Monday through Friday. An assistor takes the information, assigns the EIN, and provides the number to an authorized individual over the telephone.

APPLY BY FAX

Taxpayers can FAX the completed [Form SS-4](#) application to their state FAX number (*see Fax information provided below*), after ensuring that the Form SS-4 contains all of the required information. If it is determined that the entity needs a new EIN, one will be assigned using the appropriate procedures for the entity type. If the taxpayer's fax number is provided, a fax will be sent back with the EIN within four (4) business days.

APPLY BY MAIL

The processing timeframe for an EIN application received by mail is four weeks. Ensure that the [Form SS-4](#) contains all of the required information. If it is determined that the entity needs a new EIN, one will be assigned using the appropriate procedures for the entity type and mailed to the taxpayer.

Fax and/or Address Information for Businesses in State of Kansas:

Internal Revenue Service
Attn: EIN Operation
Cincinnati, OH 45999
Fax-TIN: (859) 669-5760

EMPORIA STATE
UNIVERSITY



U.S. Small Business
Administration

Funded in part through a Cooperative Agreement with
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