

## **EIN Alert (Privacy Act of 1974) Effective December 3, 2009**

The U.S. Census Bureau has amended the Foreign Trade Regulations (FTR) to eliminate the use of a Social Security Number (SSN) as an identification number when registering to file for export shipment(s). For protection of privacy **U.S. Passport Holders exporting a sea shipment from the United States are required to apply for an individual EIN (Employers Identification Number) through the Internal Revenue Service, via their website or by phone.** Foreign passport holders are not required to obtain an EIN.

The on line process takes 10-15 minutes for the EIN to be assigned. The EIN may also be obtained over the phone by calling 800-829-4933. Expect to be on hold for 15-20 minutes and then another 10 minutes with the IRS representative.

**Transferees must provide Brauns International their EIN number 4 days prior to packing date to avoid delays in shipping.**

1. Go to the Internal Revenue Service Website at:  
<http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>
2. At the bottom of the page locate the **APPLY ONLINE NOW** link and click once.
3. Click once on the **Begin Application** button.
4. Customers applying for an EIN for the purpose of filing their export information with the Census Bureau should select "**Sole Proprietor**" as the legal structure on this page. Once selected, click the Continue button once.
5. Again select "**Sole Proprietor**" and click the Continue button once.
6. Confirm your selection by clicking the Continue button once on this new page.
7. This page requires you to choose a reason for applying for an EIN. Select "**Banking Purposes**". Once selected, click the Continue button once.
8. Fill out the name and SSN fields. Select "**I am the sole proprietor**" and click the Continue button once.
9. Enter the full address and phone number for the sole proprietor.
10. Leave the field for Trade Name blank and enter the county where the sole proprietor is located. Select your State of origin and enter the current month and year as "Sole Proprietor Start Date". Click the Continue button once.
11. Answer "**No**" to the five questions on this page and click the Continue button once.
12. Select "**Other**" for "What does your business or organization do". This should not be associated with your employer. Click the Continue button once.
13. Select "**Other**" as your business' activity and enter "relocation" in the blank field. Click the Continue button once.
14. On this screen select "**Receive letter online**" and click the Continue button once.
15. Review your data on this screen and print a copy for your records. Click the Submit button once.
16. The EIN number will appear on the following screen. Print the EIN confirmation letter from this screen and save for your records. Click continue to exit.

\*Your EIN is not intended for one-time-use. It is to be retained for life, and will be required on current and future shipping documents.

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