

How to obtain your EIN:

Effective March 24, 2010 (see the Department of Commerce statement to follow), the Foreign Trade Division of the U.S. Census Bureau will require all persons who have a social security number and who are shipping household goods and personal effects overseas with a value of \$2500.00 or more to obtain a personal Employee Identification Number "EIN" before the shipment will be permitted to be exported out of the United States. The application process is quick and simple and can be completed by telephone at 1-800-829-4933 or on-line by following the step by step instructions below:

1. Go to <https://sa2.www4.irs.gov/modiein/individual/index.jsp>
2. Click once on the "Begin Application" button.
3. 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. Select and click Continue button once.
4. Select "Sole Proprietor" and click the Continue button once.
5. Confirm your selection by clicking the Continue button once.
6. This page requires you to choose a reason for applying for an EIN. Any of these can be selected. Choose one and click the Continue button once.
7. Fill out the name, address, and SSN fields. Select "I am the sole proprietor" and click the Continue button once.
8. Complete the Street, City, State, Zip, Phone number fields and click the Continue button once.
9. Choose Edit - Accept as entered or Accept Database Version button.
10. Leave the field for Trade Name blank and enter today's date as "Sole Proprietor start date". Click the Continue button once.
11. Answer "No" to the five questions and click the Continue button once.
12. For "What does your business or organization do" select "other" and 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. 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. Your EIN will appear on the following screen. Print your EIN conformation letter from this screen and save for your records.