

EIN Filing Checklist for Non-Residents

How to get your EIN
without an SSN or US address



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Step-by-step process

Use this checklist before submitting Form SS-4 to the IRS. Applies to non-US residents forming a US LLC or C corporation.

Step 1: Form your US business entity - You need it to obtain an EIN

- ☐ Choose business structure (LLC, C Corporation)
- ☐ Select state of formation
- ☐ Obtain a registered agent and US business address
- ☐ File formation documents and receive approval



**We can do all this for you ...
AND get your EIN!**

It's all included in our
Incorporation Package



Step 2: Gather required EIN application info

- ☐ Legal business name (must match formation docs)
- ☐ US mailing address (can be registered agent or virtual office)
- ☐ Responsible party's full name (must be an individual)
- ☐ Business start date and activity description
- ☐ Reason for applying: "Started a new business"
- ☐ Contact phone number, optional fax number



Step 3: Complete Form SS-4

- ☐ Download the latest Form SS-4 (PDF)
- ☐ In the SSN/ITIN field, put "ForeignUS" if you don't have an SSN or ITIN
- ☐ Sign and date the form

Step 4: Submit the form to the IRS

- ☐ Choose submission method:
 - Fax: +1 855-641-6935
 - Mail: IRS, Attn: EIN Operation, Cincinnati, OH 45999, USA
- ☐ Include a return fax number (if applicable)
- ☐ Keep a copy of the submitted form for your records

Step 5: Wait for confirmation

- ☐ Monitor for IRS response (5–15 business days by fax, 4–6 weeks by mail)
- ☐ Save the EIN confirmation letter (CP 575) - you'll need it to open a bank account



Next steps (EIN required)

- ☐ Open a US business bank account - *We help with this as part of our Incorporation Package*
- ☐ File US tax returns by the annual due date - *US tax is our expertise! Check out our Tax & Compliance Packages*

Ready to launch?

Start your company formation online

Not sure yet if a US business is right for you, or have questions?

Schedule a consultation with our experts