

Step by Step Instructions:

<http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/How-to-Apply-for-an-EIN>

Click where it says, **APPLY FOR AN EIN ONLINE**,

Then, click where it says, **APPLY ONLINE NOW**,

A little gray box pops out, just click, **OK**,

Then click where it says, **BEGIN APPLICATION**,

Then click where it says, **SOLE PROPRIETOR** – since they are the owner of the vehicle, click **CONTINUE**,

Click again **SOLE PROPRIETOR** again, then click **CONTINUE**,

Click '**CONTINUE**', again,

Click where it says, '**STARTED A NEW BUSINESS**', then click **CONTINUE**,

Now, on the section, where they need to fill out their name, where it says: **SSN/ITIN**, they will put their social security. If customer does not have a social security, then they can use the passport number which is 9 digits.

Once filled out, they will click where it says, **I AM THE SOLE PROPRIETOR**, then click continue.

We can't go any further since the system doesn't let us look at the address section; customer will fill out the rest of the information.