How to Apply for an Employer Identification Number (EIN) Online for a Health Care Service Recipient (HCSR) as a Fiscal/Employer Agent (F/EA)

Obtain an EIN for an HCSR Online.
2. Review the requirements to use the online EIN system
3. Click “Begin Application”
4. The next page will ask, “What type of legal structure is applying for the EIN?”
   a. Select “Sole Proprietor”
   b. Select “Continue”
5. The next page will ask you to choose whether you are applying for a Sole Proprietor or Household Employer EIN. Select “Household Employer”
   a. Select “Continue”
6. On the next page, select “Continue” to confirm your previous selection
7. On the next page, enter the HCSR’s information. Select that you are a third party applying for the EIN on behalf of the employer.

Choose One: *

☐ I am the household employer.

☐ I am a third party applying for an EIN on behalf of this household employer.

Before continuing, please review the information above for typographical errors.

Continue >>

8. On the next page, select “Yes”, that you are a Third Party Designee

Third Party Designee (TPD) Information

Third Party Designee (TPD) authorization is obtained when a taxpayer completes and signs a completed Form SS-4 (Application for Employer Identification Number), including the TPD section, naming you as a designated person to receive the EIN on his/her behalf.

Are you a third party designee?  ☐ Yes  ☐ No

Continue >>

9. On the next page, review the criteria for applying as a Third Party Designee. Even though you are obtaining EINs online, you must still obtain a signed IRS Form SS-4, Application for EIN with a Third Party Designee named on the form, from the participant or representative employer.

☐ Yes, I agree to, and am in compliance with, the above statements.

☐ No, I do not agree.

Continue >>

10. On the next page, complete the name and contact information for the listed Third Party Designee on Form SS-4.

11. On the next page, enter the employer’s physical address

a. Select “Yes” that you have a different address where you want mail to be sent, if you wish for correspondence to be sent to the F/EA, rather than to the employer

Note: A major drawback of obtaining an HCSR EIN online is that the Third Party Designee’s Address cannot also be the Employer’s Mailing Address. This is not a rule when applying for the EIN by fax or by phone. If the Employer’s Mailing Address is not established as the Fiscal/Employer Agent’s address, the mailed confirmation of EIN will be sent to the employer, rather than to the Fiscal/Employer Agent.

Do you have an address different from the above where you want your mail to be sent?  * ☐ Yes  ☐ No

Before continuing, please review the information above for typographical errors.

Continue >>
12. On the next page, confirm the employer's information and enter the month and year that the employer first paid wages or is expected to pay wages

State/Territory where Household Employer is located: MASSACHUSETTS (MA)

Household Employer start date: NOVEMBER 2013

Before continuing, please review the information above for typographical errors.

13. On the next page, review the information and select “Submit”

We strongly recommend you print this summary page for your records as this will be your only copy of the application. You will not be able to return to this page after you click the "Submit" button.

14. You will receive the EIN on the next page. Print the page for your records. Write the EIN on the Form 2678, Employer Appointment of Agent before submitting the 2678 to the IRS.

Congratulations! The EIN has been successfully assigned.

EIN Assigned:

Legal Name:

The confirmation letter will be mailed to the applicant. This letter will be the applicant’s official IRS notice and will contain important information regarding the EIN. Allow up to 4 weeks for the letter to arrive by mail.

We strongly recommend you print this page for your records.

Click "Continue" to get additional information about using the new EIN.