

NOTICE OF NEW VENDOR NUMBERING SYSTEM

Effective July 1, 2010, all new and existing vendor numbers will adhere to a single consistent standard – the federal employer identification number of the legal entity doing business with Prince George’s County, Maryland (“the County”). An employer identification number, or EIN, is a nine-digit number issued by the Internal Revenue Service (IRS) for a business entity. The digits are arranged as follows: 00-0000000.

TAX PAYER IDENTIFICATION (TIN) MATCH – Most County vendors previously submitted EIN information to the County using IRS Form W-9: Request for Taxpayer Identification Number and Certification. Before this new vendor number is established, the County will validate your name and number thru IRS eServices. The legal name and EIN for your business entity must be an exact match. The legal name should be the same as it appears on your social security card, charter, articles of incorporation, or other applicable document. You will be notified of any discrepancies. Any differences must be resolved before a Fiscal Year 2011 purchase order is released.

SOLE PROPRIETORS – To preserve confidentiality and as a good business practice, sole proprietors currently using a Tax Identification Number (such as a SSN or ITIN) for both personal and business activities will be required to obtain a federal employer identification number. The IRS will issue an EIN to sole proprietors who are in business for themselves without any employees. Sole proprietors with multiple trade names (DBA or doing business as) only need single EIN.

HOW TO APPLY FOR EIN – You can apply for an EIN online, by telephone, by fax, or by mail. Excerpts from IRS publications are provided on the reverse side of this notice. We recommend that you seek assistance on obtaining an EIN from either your tax advisor or IRS (by calling 1-800-829-4933, visiting a local Internal Revenue Service Center, or accessing online tips and videos at www.irs.gov/businesses)

This vendor numbering system is widely used by other private and public enterprises. Your cooperation as we make this process improvement is truly appreciated. You can ask questions about the County’s vendor numbering system by contacting the Contract Administration and Procurement Division of the Office of Central Services, at 301.883-6400.

HOW TO APPLY FOR A FEDERAL EIN

Before starting, collect forms and documents to answer the below questions
Complete IRS Form SS-4 – Application for Employer Identification Number
Form SS-4 is available online or by placing a telephone order for mail delivery

Online: www.irs.gov/businesses **downloads available 24/7**

Phone: **Call 1-800-829-3676** **delivery within 10 workdays**

- Q 1 Legal name of entity (or individual) – no abbreviations or nicknames
- Q 2 Trade name of business (or doing business as) if different from legal name
- Q 3 If applicable – Name of Executor, Administrator, Trustee, or similar
- Q 4 Mail or Correspondence Address
- Q 5 If different – Physical Address – do not use post office box
- Q 6 County and state where principal business is located
- Q 7 Name of responsible party or person who directly or indirectly has ability to control, manage, or direct the entity and dispose of funds and assets
- Q 8 If applicable – LLC information
- Q 9 Type of Entity – sole proprietor, corporation, partnership, etc.
- Q 10 Reason for applying – do not enter N/A
- Q 11 Date business started or acquired
- Q 12 Closing month of accounting or tax year for your business
- Q 13 Highest number of employees expected in the next 12 months – zero is an acceptable response
- Q 14 Indicate whether you expect your employment tax liability to be \$1000 or less in a full calendar year and plan to annually file Form 941 instead of a quarterly filing of Form 941 for more than \$1000
- Q 15 First date wages or annuities were paid – if none – enter N/A
- Q 16 Principal activity of business, e.g., construction, retail, etc.
- Q 17 If applicable – more details about line of business
- Q 18 Indicate whether prior EIN was issued for this business

ONLINE Immediate use	24 hours a day, 7 days a week for all US businesses Go to IRS website at www.irs.gov/businesses Click on Employer ID Numbers On-line session must be completed in full – you cannot stop and return later View, print, and save EIN assignment notice at end of session
TELEPHONE Immediate use	Weekdays 7:00 AM to 10:00 PM Call IRS at 1-800-829-4933 International applicants must call: 215-516-6999 The person making the call must be authorized to sign form SS-4 or be an authorized designee An IRS agent will use the information to establish your account and assign an EIN The agent may ask you to mail or fax the signed Form SS-4
FAX RT fax 4 Days	24 hours a day, 7 days a week Complete and fax Form SS-4 to the IRS Internal Revenue Service Center Attn: EIN Operation Cincinnati, OH 45999 859-669-5760
MAIL 4 - 5 Weeks	Sign and mail Form SS-4 to service center address for business state Call 1-800-829-4933 to ask about status of mail applications