

# Make It Official



# Our Presenters



**Paul Matonis**  
Matonis, Peck & Wurst, LLC  
*CPA, Enrolled Agent*



**Teresa Butler**  
Dryg Butler CPAs P.C.  
*CPA*



**Tom Selken**  
Law Office of Thomas Selken  
*Attorney*



**Brian Boyes**  
Bordeaux & Boyes, LLC  
*Attorney*



**Michael Rossetti**  
Law Office of Michael Rossetti  
*Attorney*



**Sean Rutledge**  
Rutledge Law Office, LLC  
*Attorney*

# One-Minute Introductions

1. Your name
2. What is your business name?
3. Operating business or new startup business?
4. Single business owner or business partners?

# Workshop Agenda

1. The Fine Print
2. Purpose & Goal
3. The Bottom Line
4. It Depends... On What?
5. The Myth
6. Reality
7. Business Entity Options
8. The Criteria
9. Bringing It Together
10. Business Registration & Permits
  - A. Secretary of State
  - B. Internal Revenue Service – EIN (Business Identification Number)
11. Next Steps
12. Your Turn! (Tell us your action steps)
13. Larimer SBDC – Who We Are & What We Do

# The Fine Print

## NOTICE

**The information presented in this workshop is for educational purposes only.**

**It is not designed for nor should you rely on this presentation to provide legal guidance.**

**The contents of this presentation are not legal or tax advice, and you should always consult an attorney or accountant/CPA of your choosing to discuss specific legal or tax issues.**

# Purpose & Goal

*"Decide what you want, decide what you are willing to exchange for it. Establish your priorities and go to work."*  
- H.L. Hunt

## **Purpose:**

- To educate entrepreneurs on the criteria by which you should answer the question "What organizational structure makes the most sense for me and my new business?"

## **Goal:**

- To enable and empower entrepreneurs to have a meaningful, well balanced and focused discussion with a CPA or Attorney.
- NOT** to 'select' a business entity.

# Bottom Line

*"The buck stops here!"*

- H.S. Truman

## You are ultimately accountable and responsible for your business

- The most important decision you will make will be the selection of a legal structure for your business
  - **You** need to understand the legal responsibilities and limitations of your business form.
  - **You** need to understand the tax liability and reporting requirements of your business form.
    - *Unofficial IRS Audit Motto: Guilty until proven innocent.*
- Begin your business ownership fully informed.
  - **Risk:** Ensure that your business is not taking unnecessary risks. Your goal should be the 'sleep at night' policy.
  - **Quality:** Get it right the first time. Cost of rework is not just \$\$\$ but your time away from your business.
  - **ROI:** Your biggest asset is your time. The time value of money.
  - **Peer Networking:** Ask business owners for advice. Entrepreneurial words of wisdom "Do what you do best and hire the rest!"
  - **Decision Making:** Information gathering and analysis.

# The Myth

- There is no perfect form
- One form is not necessarily better than another
- One size does not fit all businesses
- It is a trade-off ... cost vs.. benefit vs.. risk ... which is unique to you and your business

*"If you don't know where you are, a map won't help."*

- T. Peters

So what do I choose ????

It depends....



# It Depends.... On What??

*"If you don't know where you are going, any road will do."*

- Lao-Tzu

- General Considerations
  - Liability Protection
  - Taxation
  - Recordkeeping
- Business Management Considerations
  - Ownership
  - Managerial Flexibility
  - Exit Strategy

# Reality

State law controls the formation of your business.  
Federal tax law controls how your business is taxed.

- All businesses have an organization form
  - If an organization form is NOT selected a default applies
- All businesses must file a tax return with the IRS
  - The tax form you use will depend on how your business is organized
- 3 most common tax forms used:
  - Schedule C form 1040
  - Partnership form 1065
  - S-Corp. form 1120S

# Business Entity Options

State law controls the formation of your business.

## In Colorado

- Sole Proprietorship
- Partnerships
- Limited Liability Companies
- Corporations

# Business Entity Options

## Sole Proprietorship

- A business owned by one person with no legal structure.
- Presumed to operate under their owner's name.
  - File Trade Name Certificate(<http://www.sos.state.co.us>)
- Operate using owner's SSN
  - Apply for an FEIN: SS-4  
(<http://www.irs.gov/businesses/small>)
- Considerations:
  - No required legal forms (recordkeeping)
  - Schedule C
  - No personal liability protection (liability)
  - Owner has complete control
  - Business ceases to exist when owner ceases doing business

# Business Entity Options

## Partnerships

- General Partnerships, LLC, LLP, LLLP, LPA
- A business with more than one owner who actively engages in the management of the company.
- Considerations:
  - Each partner has unlimited personal liability, including actions taken by other partners.
  - Most businesses that enter into a partnership actually form an LLC

# Business Entity Options

## Limited Liability Companies (LLC)

- A legal form which provides liability protection for the business owner/s.
- Considerations:
  - Personal liability protection
  - Profits can be distributed unevenly.
  - Limited in the number of owners (investors).
  - Multiple taxation election.
    - Single member LLC taxed as a sole proprietor
    - Two or more member LLC taxed as a partnership
    - One or more member LLC that elects to be taxed as an S-Corp

# Business Entity Options

## Corporations

- C Corporations; non pass-through entity
  - An entity that handles the responsibilities of the business.
  - The owner of the corporation is a shareholder.
  - Considerations:
    - Double taxation – Form 1120
    - Payroll (withholding and remittance, W2, etc.)
    - Retained earnings
- S Corporation; pass-through entity
  - A type of corporation that provides personal liability but permits pass through taxation. IRS Form 2553.
  - Considerations:
    - Cannot distribute profits unevenly.
    - Payroll (withholding and remittance, W2, etc.)
    - Limited number of shareholders (100) & one class of stock

# Business Entity Options

## S Corporations

### – IRS Rules

- Election made with IRS within first 75 days of any (Form 2553 must be signed by all shareholders/members)
- Cannot have more than 100 shareholders/members
- All shareholders/members must be individuals (some exceptions)
- All shareholders/members must be US citizens or resident aliens
- One class of stock

### – Tax Consequences

- Divide net profits into (1) wages and (2) owner distributions
- Owners must pay themselves reasonable wages
- Wages are taxed as ordinary income, including FICA (15.3%)
- Owner distributions are not subject to FICA
- Form 1120S by March 15



# Business Entity Options

## Common IRS Tax Forms

- **1040** – Individual/Married tax return
  - **Schedule C** – Report business income/loss for sole proprietor or single member LLC
- **1099** – Information return letting IRS know that you paid a contractor for their services
- **W-2** – Reports wage and salary information for employees
- **W-4** – Employee withholding certificate, filled out by employee so your employer knows how much tax to withhold
- **W-9** – in order to obtain the information needed to fill out a 1099, you have the company who performed services fill out a W-9
- **1065** - Partnership tax return – Multi-member LLC
- **1120** – C corporation tax return
- **1120S** – S corporation tax return – Single or multi-member LLC
- **2553** – S corporation election
- Other sales tax forms

# The Criteria

## Liability

**Definition:** The degree to which the business owner is personally liable for all financial obligations and debts of the business.

- Piercing the Corporate or LLC Veil. Liability protection provided by an organization form is '*almost always*' guaranteed as long as the business is regarded as a separate entity from the business owner/s.
- Practices that support limited liability protection:
  - Proper use of the corporate name; hold yourself out as an LLC
  - Segregated accounts; don't co-mingle funds
  - Comply with legal entity formation requirements

# The Criteria

## Ownership

- The number of individuals and the types of entities that can invest in a company.
  - Ownership vs. management
  - Ownership vs. profit split

# The Criteria

## Managerial Flexibility

- Who has control over the business?
  - Buy / Sell agreements
  - Operating agreements
  - Partnership agreements

# The Criteria

## Record Keeping

- The amount of legal paperwork your business is required to complete (besides income & expenses):
  - For an LLC
    - Annual report/minutes
  - For a Corporation
    - Board of Directors
    - By Laws
    - Corporate Books
    - Shareholder Meetings / Corporate Minutes
    - Stock Certificates
- Supports the corporate veil

## Additional Resources

- Basics of Bookkeeping: Know They Numbers
- TAXES: Get Informed and Organized Now!

# The Criteria

## Additional Recordkeeping Information

- IRS Pub 583: Starting A Business & Keeping Records
- IRS Pub 535: Business Expenses
- IRS Pub 463: Travel, Entertainment, Gifts & Car
- IRS Pub 587: Business Use of Your Home
- IRS Pub 946: How to Depreciate Property
- IRS Pub 334: Tax Guide For Small Business (Sched C.)
- IRS Pub 541: Partnerships (1065)
- IRS Pub 542: Corporations (1120)
- IRS Pub 505: Tax Withholding & Estimated Tax
- IRS Pub 15: Employer's Tax Guide
- IRS Pub 551: Basis of Assets
- IRS Pub 536: Net Operating Losses (NOL)

*"The stars might lie but the numbers never do."*

- M.C. Carpenter

# The Criteria

## Exit Strategy

- What are you planning to do with the business?
  - Do you have a job or own a business?
- What happens when you leave ('exit') the business?
  - Organizationally
  - Liquidity
  - Business assets & appreciation

# Bringing It Together

*"It's in your moments of decision that your destiny is shaped."*

- A. Robbins

- Business Form Comparison Chart
  - Options vs. Criteria
    - "What organizational structure makes the most sense for me and my new business?"
- More Information:
  - <http://www.irs.gov/businesses/index.html>
  - <http://www.sba.gov/smallbusinessplanner/index.html>
  - <http://www.colorado.gov/cs/Satellite/OEDIT/OEDIT/1154721645662>
  - <http://www.coloradosbdc.org/>
- Seek & consult professional advice.



# Business Registration & Permits

“A journey of a thousand miles begins with a single step.”

- Lao-Tzu

- State of Colorado
  - Secretary of State (organization or incorporation)
    - <http://www.sos.state.co.us/biz/FileDoc.do>
  - Internal Revenue Service (EIN/Business Identification Number)
    - [www.irs.gov](http://www.irs.gov)
  - Department of Revenue (CR 100)
    - [http://www.revenue.state.co.us/TPS\\_Dir/home.asp](http://www.revenue.state.co.us/TPS_Dir/home.asp)
- Larimer County
  - Sales / Use Tax
  - Permits & Inspections
- City of Fort Collins / City of Loveland
  - Sales / Use Tax
  - Permits & Inspections

# Colorado Secretary of State

 **Colorado**  
Secretary of State  
Wayne W. Williams

Skip to content | About Wayne | Español

Home | Bingo | Business | Charities | Elections | Notary | full menu

Menu

Search

## Colorado Secretary of State

### Programs & services

- [Administrative rules of state agencies](#)
- [Bingo and raffles licensing](#)
- [Businesses, trademarks, trade names](#)
- [Campaign finance](#)
- [Charities and fundraisers](#)

- [Durable medical equipment suppliers](#)
- [Elections & voting](#)
- [Lobbyists](#)
- [Notary public](#)
- [Uniform Commercial Code \(UCC\)](#)

[? Can't find what you're looking for?](#)

### News [\(archived news\)](#)

- [February 2, 2017 - Here we go year four -- Go Code Colorado 2017](#)
- [January 25, 2017 - Secretary Williams says Colorado works to prevent fraud](#)
- [January 19, 2017 - Secretary Wayne Williams optimistic as he releases latest business indicators report](#)

### Videos



[Colorado Voter Registration](#) - 0:28



[Common Sense Solutions from the Colorado Secretary of State](#) - 2:15

# Colorado Secretary of State



Colorado  
Secretary of State  
Wayne W. Williams



Home
Information resources
Bingo & raffles
Business organizations
Charities & fundraisers
DME suppliers
Elections & voting
Lobbyist
Notary public
Rules and regulations
UCC
Contact us

## Business Organizations

### Search & file

- Search business database
- Name availability search
- File a business document
- Periodic report filing
- Trade name renewal
- Forms list
- Oaths of office (PDF)
- Facsimile signatures (PDF)
- Personal identifying information removal (PDF)

### Services

- Certificate of good standing
- Email notifications
- Certificates, copies and apostilles
- Validate a certificate
- Weekly Reporting Service (PDF)
- Entity Extract Listing (PDF)

### Help & resources

- Starting a business in Colorado - tutorial
- Alerts and cautions
- Protect your business from identity theft
- FAQs
- Online payment information
- Access your prepaid account
- Prepaid account application (PDF)
- Prepaid account debit form (PDF)
- Filing tips
- Toll road and toll highway companies listing
- Checklist for new businesses
- Glossary of terms
- Helpful business links
- News archive
- Quarterly Business and Economic Indicators Report

 [Sign up to receive Business Organizations Email Updates](#)

# Colorado Secretary of State



Colorado  
Secretary of State  
Wayne W. Williams



Business Home  
Business Information  
Business Search

Help on this Page  
FAQs, Glossary and  
Information

## Name Availability Search

Business paper documents processed through: 02/01/2017

Enter the exact name you want to use in Colorado, including any required term or abbreviation, such as "Inc.", "LLC", "Ltd", etc.

### More search options

- Business database search
- Advanced search
- Business survey information search
- Trademark advanced search

# Colorado Secretary of State



Colorado  
Secretary of State  
Wayne W. Williams



Business Home  
Business Information  
Business Search

Help on this Page  
FAQs, Glossary and  
Information

## File a Form

### LLCs, Corporations & Trade Names

- Trade name
- Limited liability company (LLC)
- Profit corporation
- Nonprofit corporation
- Reserve a name for later use

### Foreign (outside of Colorado) Entities

- Foreign entity
- True name of a foreign entity

### Trademarks

- Register a trademark\*

### Public Benefit Corporations

- Profit corporation
- Cooperative (Article 56)\*
- Cooperative association (Article 55)\*

### Partnerships

- Limited partnership (LP)
- Limited liability partnership (LLP)
- Limited liability limited partnership (LLLLP)
- Limited liability limited partnership - Article 61 (LLLLP)
- Limited partnership association (LPA)

### Cooperatives

- Cooperative (Article 56)\*
- Cooperative association (Article 55)\*
- Limited cooperative association (LCA)

### Conversions

Is the converting entity on file with our office?

- Yes
- No

### Miscellaneous

- Unincorporated nonprofit association -  
appoint an agent for service of process (PDF)

Your document will be available to the public.

Don't see your form? [Search for your record](#) or see our [business forms list](#).

\*Requires an [attachment](#)

# Colorado Secretary of State



Colorado  
Secretary of State  
Wayne W. Williams



Business Home  
Business Information  
Business Search

FAQs, Glossary and  
Information

## Entity Name

You chose **Limited liability company (LLC)**

One of the following terms or abbreviations is required to be included in the entity name:

- "Limited Liability Company"
- "Ltd. Liability Company"
- "Limited Liability Co."
- "Ltd. Liability Co."
- "Limited"
- "L.L.C."
- "LLC"
- "Ltd."

Name requirements can be found in the [Colorado Revised Statutes](#).

There may be similar, possibly confusing, names in the database. To check similar names, [search the business database](#).

Enter the exact name you want to use in Colorado:

 \*

Next

Back



## Articles of Organization (Limited Liability Company)

Business Home  
Business Information  
Business Search

Help on this Page  
FAQs, Glossary and  
Information

Fee: \$50.00

Statutory references: [7-90-301](#) et seq. and [7-80-209](#), CRS

Your document will be available to the public.

\* Required field.

Entity name: New Company Setup LLC

### Principal office address

#### Street Address

Address 1:  \*

Address 2:

City:  \*

State:  \*

Zip/Postal Code:  \*

Province:

Country:

**Mailing Address** (only enter a mailing address if it is different than the street address)

Address 1:

Address 2:

City:

State:

Zip/Postal Code:

Province:

Country:

Province:

Country:

The registered agent name and registered agent address of the entity's registered agent are

Name \*      Last Name      First Name      Middle Name      Suffix  
(If an individual)                

OR

(If an entity)

(Caution: Do not provide both an individual and an entity name.)

#### Street Address

Address 1:  \*

Address 2:

City:  \*

State: CO

Zip:  \*

**Mailing Address** (only enter a mailing address if it is different than the street address)

Address 1:

Address 2:

City:

State: CO

Zip:

(Caution: The registered agent **MUST** consent to being appointed as the registered agent.  
(The following statement is adopted by marking the box.)

The person appointed as registered agent has consented to being so appointed.

The true name and mailing address of the person forming the limited liability company are:

Name \*      Last Name      First Name      Middle Name      Suffix  
(If an individual)                

OR

(If an entity)

(Caution: Do not provide both an individual and an entity name.)

Address 1:  \*

# Colorado Secretary of State

*(If "Yes" is selected, include an attachment with the appropriate information.)*

The limited liability company has one or more additional persons forming the limited liability company and the name and mailing address of each such person are stated in an attachment.  Yes  No

## Management

Who manages the limited liability company?

- Managers - One or more persons hired or chosen by the members to make day to day business decisions.  
 Members - One or more people with an ownership interest in the company.

*(The following statement is adopted by marking the box.)*

There is at least one member of the limited liability company.

## Attach Additional Information

Do you need to attach additional information?

- Yes, I need to add attachments. (You will upload files on the next page.)  
 No.

## Delayed Effective Date

Do you want this filing to take effect immediately?

- Yes.  
 No. Enter an effective date (up to 90 days from today) below.

Delayed effective date  mm/dd/yyyy or  
mm/dd/yyyy hour:minute am/pm

## Email Address

Our office can send you email notifications about due dates and other events affecting this business record. [Information about email notifications.](#)

Email address will not be sold or otherwise disclosed by our office, and your email address will not appear on your filed document.

Do you want to sign up for email notifications?\*

- Yes. Send my notifications to this email address:   
 No. I don't want to sign up for email notifications.

## Notice:

Causing this document to be delivered to the Secretary of State for filing shall constitute the affirmation or acknowledgment of each individual causing such delivery, under penalties of perjury, that the document is the individual's act and deed, or that the individual in good faith believes the document is the act and deed of the person on whose behalf the individual is causing the document to be delivered for filing, taken in conformity with the requirements of part 3 of article 90 of title 7, C.R.S., and, if applicable, the constituent documents, and the organic statutes, and that the individual in good faith believes the facts stated in the document are true and the document complies with the requirements of that Part, the constituent documents, and the organic statutes.

This perjury notice applies to each individual who causes this document to be delivered to the secretary of state, whether or not such individual is named in the document as one who has caused it to be delivered.

The true name and mailing address of the individual causing this document to be delivered for filing are



# Colorado Secretary of State

**Notice:**

Causing this document to be delivered to the Secretary of State for filing shall constitute the affirmation or acknowledgment of each individual causing such delivery, under penalties of perjury, that the document is the individual's act and deed, or that the individual in good faith believes the document is the act and deed of the person on whose behalf the individual is causing the document to be delivered for filing, taken in conformity with the requirements of part 3 of article 90 of title 7, C.R.S., and, if applicable, the constituent documents, and the organic statutes, and that the individual in good faith believes the facts stated in the document are true and the document complies with the requirements of that Part, the constituent documents, and the organic statutes.

This perjury notice applies to each individual who causes this document to be delivered to the secretary of state, whether or not such individual is named in the document as one who has caused it to be delivered.

**The true name and mailing address of the individual causing this document to be delivered for filing are**

Last Name \* First Name \* Middle Name  Suffix

Address 1: \*

Address 2:

City: \*

State: \*

Zip/Postal Code: \*

Province:

Country:

(If "Yes" is selected, include an attachment with the true name and mailing address of additional individuals.)  Yes  
 No

**Disclaimer:**

This form/cover sheet, and any related instructions, are not intended to provide legal, business or tax advice, and are furnished without representation or warranty. While this form/cover sheet is believed to satisfy minimum legal requirements as of its revision date, compliance with applicable law, as the same may be amended from time to time, remains the responsibility of the user of this form/cover sheet. Questions should be addressed to the user's legal, business or tax advisor(s).



Business Home  
 Business Information  
 Business Search

## Review

FAQs, Glossary and  
 Information

If a PDF copy does not appear below, open your form in a new window to review it.

This perjury notice applies to each individual who causes this document to be delivered to the Secretary of State, whether or not such individual is named in the document as one who has caused it to be delivered.

9. The true name and mailing address of the individual causing the document to be delivered for filing

Your Last Name	First	Z
<small>(Last)</small>	<small>(First)</small>	<small>(Middle)</small>
Po Box 123		
<small>(Street number and name or Post Office Box information)</small>		
Your Town	CO	80521
<small>(City)</small>	<small>(State)</small>	<small>(ZIP/Postal Code)</small>
<small>(Province - if applicable)</small>	United States	
	<small>(Country)</small>	

*(If the following statement applies, adopt the statement by marking the box and include an attachment.)*

- This document contains the true name and mailing address of one or more additional individuals causing the document to be delivered for filing.

**Disclaimer:**

This form/cover sheet, and any related instructions, are not intended to provide legal, business or tax advice and are furnished without representation or warranty. While this form/cover sheet is believed to satisfy minimum legal requirements as of its revision date, compliance with applicable law, as the same may be amended from time to time, remains the responsibility of the user of this form/cover sheet. Questions should be addressed to the user's legal, business or tax advisor(s).

Continue to payment.

[Continue](#)

[Return to Form](#)

Document must be filed electronically.  
Paper documents are not accepted.  
Fees & forms are subject to change.  
For more information or to print copies  
of filed documents, visit [www.sos.state.co.us](http://www.sos.state.co.us).

ABOVE SPACE FOR OFFICE USE ONLY

### Articles of Organization

filed pursuant to § 7-80-203 and § 7-80-204 of the Colorado Revised Statutes (C.R.S.)

1. The domestic entity name of the limited liability company is

New Company Setup LLC

*(The name of a limited liability company must contain the term or abbreviation "limited liability company", "ltd. liability company", "limited liability co.", "ltd. liability co.", "limited", "l.l.c.", "llo", or "ltd.". See §7-90-601, C.R.S.)*

*(Caution: The use of certain terms or abbreviations are restricted by law. Read instructions for more information.)*

2. The principal office address of the limited liability company's initial principal office is

Street address

PO Box 123

*(Street number and name)*

Your Town

*(City)*

CO

*(State)*

80521

*(ZIP/Postal Code)*

United States

*(Country)*

*(Province - if applicable)*

Mailing address

(leave blank if same as street address)

*(Street number and name or Post Office Box information)*

*(City)*

*(State)*

*(ZIP/Postal Code)*

*(Province - if applicable)*

*(Country)*

3. The registered agent name and registered agent address of the limited liability company's initial registered agent are

Name

(if an individual)

Your Last Name

*(Last)*

First Name

*(First)*

Z

*(Middle)*

*(Suffix)*

or

(if an entity)

*(Caution: Do not provide both an individual and an entity name.)*

Street address

PO Box 123

*(Street number and name)*

Your Town

*(City)*

CO

*(State)*

80521

*(ZIP Code)*

Mailing address

(leave blank if same as street address)

*(Street number and name or Post Office Box information)*



This perjury notice applies to each individual who causes this document to be delivered to the Secretary of State, whether or not such individual is named in the document as one who has caused it to be delivered.

9. The true name and mailing address of the individual causing the document to be delivered for filing are

Your Last Name	First	Z	
<small>(Last)</small>	<small>(First)</small>	<small>(Middle)</small>	<small>(Suffix)</small>
PO Box 123			
<small>(Street number and name or Post Office Box information)</small>			
Your Town		CO	80521
<small>(City)</small>		<small>(State)</small>	<small>(ZIP/Postal Code)</small>
		United States	
<small>(Province - if applicable)</small>		<small>(Country)</small>	

*(If the following statement applies, adapt the statement by marking the box and include an attachment.)*

- This document contains the true name and mailing address of one or more additional individuals causing the document to be delivered for filing.

**Disclaimer:**

This form/cover sheet, and any related instructions, are not intended to provide legal, business or tax advice, and are furnished without representation or warranty. While this form/cover sheet is believed to satisfy minimum legal requirements as of its revision date, compliance with applicable law, as the same may be amended from time to time, remains the responsibility of the user of this form/cover sheet. Questions should be addressed to the user's legal, business or tax advisor(s).

Business Home  
Business Information  
Business Search

## Online Payment

FAQs, Glossary and  
Information

ID number:

Name: New Company Setup I.L.C

### Amount

CFD-Art of Org-Domestic 50.00

**Total** 50.00

Enter one form of payment below. [Help with payment](#)

### Credit or debit card

 **Secure payment information**  
This is a secure, encrypted payment.



Card number \*  
No dashes or spaces.



Expiration date month / year \*  
The date that your card expires. You can find this on your card.

Security code \*  
3 on back of card, Amex 4 on front

Name on card \*  
Enter the name on the card exactly as it appears.

Billing address \*  
The address on the credit or debit account.

Address 1 \*  
Address 2 \*  
City \*  
State \*  
Zip \*

### Prepaid account

# Internal Revenue Service

The screenshot shows the IRS website homepage. At the top, there is the IRS logo, a search bar, and navigation links for Subscriptions, Language, and Information For... Below this is a horizontal menu with categories: Filing, Payments, Refunds, Credits & Deductions, News & Events, Forms & Pubs, Help & Resources, and for Tax Pros. The main content area features four large buttons: 'File Your Tax Return', 'Get Your Refund Status', 'Pay Your Tax Bill', and 'IRS.gov En Español'. Below these are four columns of content: 'Forms and Pubs' (listing forms like 1040, 1040EZ, W-4, etc.), 'Hot Topics' (listing key changes for 2017, free tax preparation help, etc.), 'Tools' (listing tax question answers, free software, etc.), and 'Filing & Payment' (with logos for where's my refund?, freefile, e-file, and EFTPS). A 'News' section is on the left, and a 'Social Media' section is on the right. A 'Dirty Dozen' section is highlighted with a red arrow, showing a video player with a 'Phishing' keyboard key image and text about a dangerous phishing scam targeting schools, restaurants, hospitals, and tribal groups. Other news items include 'Tax Scams/Consumer Alerts' and 'Renewed warning on W-2 scam'.

# Internal Revenue Service

Subscriptions Language Information For...  
Search Advanced

Filing Payments Refunds Credits & Deductions News & Events Forms & Pubs Help & Resources for Tax Pros

Corporations Partnerships International Businesses Small Businesses & Self-Employed

**Small Business/Self-Employed Topics**

- A-Z Index for Business
- EINs
- Forms & Pubs
- Industries/Professions
- Online Learning
- Operating a Business
- Self-Employed
- Starting a Business

**Related Topics**

- State and Federal Online Business Registration
- Online EIN: Frequently Asked Questions
- Employer ID Numbers
- System Requirements
- Privacy Act Statement and Paperwork Reduction

## Apply for an Employer Identification Number (EIN) Online

Hours of operation: Monday through Friday 7 a.m. to 10 p.m. Eastern Time

- Determine Your Eligibility...**
  - You may apply for an EIN online if your principal business is located in the United States or U.S. Territories.
  - The person applying online must have a valid Taxpayer Identification Number (SSN, ITIN, EIN).
  - You are limited to one EIN per responsible party per day.
- Understand the Online Application...**
  - You must complete this application in one session, as you will not be able to save and return at a later time.
  - Your session will expire after 15 minutes of inactivity, and you will need to start over.
- Submit Your Application...**
  - After all validations are done you will get your EIN immediately upon completion. You can then download, save, and print your EIN confirmation notice.

[Apply Online Now](#)

**Return due dates provided on CP575 notices**  
Due to a change in return due dates for Partnerships and certain Corporations, your CP575 notice may be incorrect for tax periods ending after 12/31/2015. When filing any tax return, use the most current version of the form and instructions for your entity type to ensure timely filing.

**Important**  
We cannot process your application online if the responsible party is an entity with an EIN previously obtained through the Internet.



# Internal Revenue Service



[Help](#) | [Apply for New EIN](#) | [Exit](#)

## EIN Assistant

### Important Information Before You Begin

Use this assistant to apply for and obtain an Employer Identification Number (EIN).

[Do I need an EIN?](#)

[Do I need a new EIN?](#)

For help or additional information on any topic, click the underlined key words, or view Help Topics on the right side of the screen. Make sure that pop-ups are allowed from this site.

### About the EIN Assistant

- You must complete this application in one session, as you will **not** be able to save and return at a later time.
- For security purposes, your session will expire after 15 minutes of [inactivity](#), and you will need to start over.
- You will receive your EIN immediately upon verification. [When will I be able to use my EIN?](#)
- If you wish to receive your confirmation letter online, we strongly recommended that you install [Adobe Reader](#) before beginning the application if it is not already installed.

### Restrictions

- Effective May 21, 2012, to ensure fair and equitable treatment for all taxpayers, the Internal Revenue Service will limit Employer Identification Number (EIN) issuance to one per [responsible party](#) per day. This limitation is applicable to all requests for EINs whether online or by phone, fax or mail. We apologize for any inconvenience this may cause.
- If a [third party designee](#) (TPD) is completing the online application on behalf of the taxpayer, the taxpayer must [authorize the third party](#) to apply for and receive the EIN on his or her behalf.
- The business location must be within the United States or [U.S. territories](#).
- Foreign filers without an Individual Taxpayer Identification Number (ITIN) cannot use this assistant to obtain an EIN.
- If you were incorporated outside of the United States or the U.S. territories, you cannot apply for an EIN online. Please call us at 267-941-1099 (this is not a toll free number).

[Begin Application >>](#)

If you are not comfortable sending information via the Internet, download the [Form SS-4](#) PDF file and the instructions for alternative ways of applying.

[IRS Privacy Policy](#)

# Internal Revenue Service



[Help](#) | [Apply for New EIN](#) | [Exit](#)

## EIN Assistant

Your Progress:

1. Identify

2. Authenticate

3. Addresses

4. Details

5. EIN Confirmation

### What type of legal structure is applying for an EIN?

Before applying for an EIN you should have already determined what type of legal structure, business, or type of organization is being established.

Choose the type you are applying for. If you don't see your type, select "View Additional Types."

- [Sole Proprietor](#)  
Includes individuals who are in business for themselves and household employers.
- [Partnerships](#)  
Includes partnerships and joint ventures.
- [Corporations](#)  
Includes S corporations, personal service corporations, real estate investment trusts (REIT), regulated investment conduits (RIC), and settlement funds.
- [Limited Liability Company \(LLC\)](#)  
A limited liability company (LLC) is a structure allowed by state statute and is formed by filing articles of organization with the state.
- [Estate](#)  
An estate is a legal entity created as a result of a person's death.
- [Trusts](#)  
All types of trusts including conservatorships, custodianships, guardianships, irrevocable trusts, revocable trusts, and receiverships.
- [View Additional Types, Including Tax-Exempt and Governmental Organizations](#)  
If none of the above fit what you are establishing, there are several others to choose from.

### Help Topics

- [? What if I do not know what type of legal structure or organization to choose?](#)

<< Back

Continue >>

# Internal Revenue Service



[Help](#) | [Apply for New EIN](#) | [Exit](#)

## EIN Assistant

Your Progress:

1. Identify

2. Authenticate

3. Addresses

4. Details

5. EIN Confirmation

You have chosen **Limited Liability Company**.

### What it is...

- A limited liability company (LLC) is a structure allowed by state statute.
- An LLC is formed by filing articles of organization with the state's secretary of state office.
- An LLC must be unique in its state. There can be no more than one active LLC with the same name in the same state.
- For federal tax purposes, an LLC may be treated as a partnership or a corporation, or be disregarded as an entity separate from its owner.
- An LLC can have two or more [members](#) (multi-member) or one member (single-member).
- An LLC can have an unlimited number of members.
- An LLC's members may include individuals, corporations, other LLCs, or foreign entities.

### What it is not...

- LLCs are not [incorporated](#) and do not file [articles of incorporation](#).

If you need to change your type of structure, we recommend that you do so **now**, otherwise you will have to start over and re-enter your information. Additional help may be found by reviewing [all types of organizations and structures](#) before making your selection.

[<< Back](#)

[Continue >>](#)

### Help Topics

[? Can I be an LLC?](#)

[IRS Privacy Policy](#)

# Internal Revenue Service



[Help](#) | [Apply for New EIN](#) | [Exit](#)

## EIN Assistant

Your Progress:

1. Identify

2. Authenticate

3. Addresses

4. Details

5. EIN Confirmation

Tell us more about the members of the Limited Liability Company (LLC).

\* Required fields

How many [member\(s\)](#) are in the LLC? \*

Please select the state/territory where the business is physically located: \*

[IRS Privacy Policy](#)

# Internal Revenue Service



[Help](#) | [Apply for New EIN](#) | [Exit](#)

## EIN Assistant

Your Progress:

1. Identify

2. Authenticate

3. Addresses

4. Details

5. EIN Confirmation

### Please confirm your selection.

Due to the number of members in your limited liability company, you are considered a **Single-Member Limited Liability Company (LLC)** as the type of structure applying for an EIN.

- Since you are a [single-member LLC](#), you will initially be classified as a [disregarded entity](#) for the purposes of filing a federal tax return.
  - If the only member of the LLC is an **individual**, the LLC income and expenses are reported on [Form 1040](#) (U.S. Individual Income Tax Return), Schedule C, E, or F.
  - If the only member of the LLC is not an individual, the LLC income and expenses are reported on the owner/member's tax return.
- If you do not wish to accept the default classification of disregarded entity, you can:
  - File [Form 8832](#) (Entity Classification Election) to elect [corporate status](#), or
  - File [Form 2553](#) (Election by a Small Business Corporation) to elect [S corporation status](#).
- Single-member LLCs may not file a [partnership return](#).

If you need to change your type of structure, we recommend that you do so **now**, otherwise you will have to start over and re-enter your information. Additional help may be found by reviewing [all types of organizations and structures](#) before making your selection.

<< Change Type

Continue >>

### Help Topics

- ? [What is Form 1040?](#)
- ? [What is Form 8832?](#)
- ? [What is Form 2553?](#)

[IRS Privacy Policy](#)

# Internal Revenue Service



[Help](#) | [Apply for New EIN](#) | [Exit](#)

## EIN Assistant

Your Progress:

1. Identify

2. Authenticate

3. Addresses

4. Details

5. EIN Confirmation

### Why is the LLC requesting an EIN?

Choose **one** reason that best describes why you are applying for an EIN.

- Started a new business**  
Select this option if you are beginning a new business.
- Hired employee(s)**  
Select this option if you already have a business and need to hire employees.
- Banking purposes**  
Select this option if the reason for applying for the EIN is strictly to satisfy banking requirements or local law.
- Changed type of organization**  
Select this option if you are changing the type of organization you currently operate, such as changing from a sole proprietor to a partnership, changing from a partnership to a corporation, etc.
- Purchased active business**  
Select this option if you are purchasing a business that is already in operation.

[Continue >>](#)

### Help Topics

- [? I do not see my reason for applying here. What should I choose?](#)
- [? What if more than one reason applies to me?](#)

[IRS Privacy Policy](#)

# Internal Revenue Service



[Help](#) | [Apply for New EIN](#) | [Exit](#)

## EIN Assistant

Your Progress: **1. Identify ✓** | 2. Authenticate | 3. Addresses | 4. Details | 5. EIN Confirmation

### Who is the Responsible Party of the LLC?

The [responsible party](#) of the LLC can be either an [individual](#) OR an [existing business](#).

Please choose one:

- Individual
- Existing business

[<< Back](#)

[Continue >>](#)

[IRS Privacy Policy](#)

# Internal Revenue Service



[Help](#) | [Apply for New EIN](#) | [Exit](#)

## EIN Assistant

Your Progress:

1. Identify ✓

2. Authenticate

3. Addresses

4. Details

5. EIN Confirmation

You selected individual. Please tell us about the Responsible Party of the LLC.

\* Required fields

Must match IRS records or this application cannot be processed.

The only punctuation and special characters allowed are hyphen (-) and ampersand (&).

First name \*

Middle name/initial

Last name \*

Suffix (Jr, Sr, etc.)

SSN/ITIN \*  -  -

Choose One: \*

- I am one of the [owners](#), [members](#), or the managing member of this LLC.
- I am a third party applying for an EIN on behalf of this LLC.

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

<< Back

Continue >>

[IRS Privacy Policy](#)



# Internal Revenue Service



[Help](#) | [Apply for New EIN](#) | [Exit](#)

## EIN Assistant

Your Progress: **1. Identify ✓** 2. Authenticate ✓ 3. Addresses 4. Details 5. EIN Confirmation

### Where is the LLC physically located?

\* Required fields

The only special characters allowed for street and city are - and /.  
Note: Must be a U.S. address. Do not enter a P.O. box. [For military addresses click here.](#)

Street \*

City \*

State/U.S. territory \*

ZIP code \*

Phone number \*  -  -

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.

[IRS Privacy Policy](#)

# Internal Revenue Service



[Help](#) | [Apply for New EIN](#) | [Exit](#)

## EIN Assistant

Your Progress: 1. Identify ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details 5. EIN Confirmation

### Tell us about the LLC.

**\*Required fields**

The only punctuation and special characters allowed are hyphen (-) and ampersand (&).  
The legal name may not contain any of the following endings: Corp, Inc, PA.  
The trade name may not contain an ending such as 'LLC', 'LC', 'PLLC', 'PA', 'Corp', or 'Inc'.

Legal name of LLC (must match [articles of organization](#), if filed) \*

[Trade name/Doing business as](#)  
(only if different from legal name)

County where LLC is located \*

State/Territory where LLC is located \*

State/Territory where [articles of organization](#)  
are (or will be) filed \*

LLC start date \*

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

[IRS Privacy Policy](#)

# Internal Revenue Service



[Help](#) | [Apply for New EIN](#) | [Exit](#)

## EIN Assistant

Your Progress:

1. Identify ✓

2. Authenticate ✓

3. Addresses ✓

4. Details

5. EIN Confirmation

### Tell us more about the LLC.

\* Required fields

Does your business own a [highway motor vehicle](#) with a [taxable gross weight](#) of 55,000 pounds or more? \*

Yes  No

Does your business involve [gambling/wagering](#)? \*

Yes  No

Does your business need to file [Form 720](#) (Quarterly Federal [Excise Tax Return](#))? \*

Yes  No

Does your business sell or manufacture alcohol, tobacco, or firearms? \*

Yes  No

Do you have, or do you expect to have, any [employees who will receive Forms W-2](#) in the next 12 months? \*  
(Forms W-2 require additional filings with the IRS.)

Yes  No

Before continuing, please review the information above.

[Continue >>](#)

### Help Topics

[? What is Form 720?](#)

[IRS Privacy Policy](#)

## EIN Assistant

Your Progress:

1. Identify ✓

2. Authenticate ✓

3. Addresses ✓

4. Details

5. EIN Confirmation

### What does your business or organization do?

Choose **one** category that best describes your business. Click the underlined links for additional examples for each category.

- [Accommodations](#)  
Casino hotel, hotel, or motel.
- [Construction](#)  
Building houses/residential structures, building industrial/commercial structures, specialty trade contractors, remodelers, heavy construction contractors, land subdivision contractors, or site preparation contractors.
- [Finance](#)  
Banks, sales financing, credit card issuing, mortgage company/broker, securities broker, investment advice, or trust administration.
- [Food Service](#)  
Retail fast food, restaurant, bar, coffee shop, catering, or mobile food service.
- [Health Care](#)  
Doctor, mental health specialist, hospital, or outpatient care center.
- [Insurance](#)  
Insurance company or broker.
- [Manufacturing](#)  
Mechanical, physical, or chemical transformation of materials/substances/components into new products, including the assembly of components.
- [Real Estate](#)  
Renting or leasing real estate, managing real estate, real estate agent/broker, selling, buying, or renting real estate for others.
- [Rental & Leasing](#)  
Rent/lease automobiles, consumer goods, commercial goods, or industrial goods.
- [Retail](#)  
Retail store, internet sales (exclusively), direct sales (catalogue, mail-order, door to door), auction house, or selling goods on auction sites.
- [Social Assistance](#)  
Youth services, residential care facility, services for the disabled, or community food/housing/relief services.
- [Transportation](#)  
Air transportation, rail transportation, water transportation, trucking, passenger transportation, support activity for transportation, or delivery/courier service.
- [Warehousing](#)  
Operating warehousing or storage facilities for general merchandise, refrigerated goods, or other warehouse products; establishments that provide facilities to store goods but do not sell the goods they handle
- [Wholesale](#)  
Wholesale agent/broker, importer, exporter, manufacturers' representative, merchant, distributor, or jobber.
- Other

<< Back

Continue >>

# Internal Revenue Service



[Help](#) | [Apply for New EIN](#) | [Exit](#)

## EIN Assistant

Your Progress: 1. Identify ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details 5. EIN Confirmation

### You have chosen Other.

Please choose **one** of the following that best describes your primary business activity:

- Consulting
- Manufacturing
- Organization (such as religious, environmental, social or civic, athletic, etc.)
- Rental
- Repair
- Sell goods
- Service
- Other – please specify your primary business activity:

<< Back

Continue >>

[IRS Privacy Policy](#)

# Internal Revenue Service



[Help](#) | [Apply for New EIN](#) | [Exit](#)

## EIN Assistant

Your Progress: **1. Identity** ✓ **2. Authenticate** ✓ **3. Addresses** ✓ **4. Details** ✓ **5. EIN Confirmation**

### How would you like to receive your EIN Confirmation Letter?

You have **two** options for receiving your confirmation letter. Please choose one below:

- Receive letter online.** This option requires [Adobe Reader](#). You will be able to view, print, and save this letter immediately. It will not be mailed to you.
- Receive letter by mail.** The IRS will send the letter to the mailing address you provided - allow up to 4 weeks for delivery.



[Continue >>](#)

[IRS Privacy Policy](#)

## EIN Assistant

Your Progress:    1. Identity ✓    2. Authenticate ✓    3. Addresses ✓    4. Details ✓    5. EIN Confirmation

### Summary of your information

Please review the information you are about to submit. If any of the information below is incorrect, you will need to [start a new application](#).

Click the "Submit" button at the bottom of the page to receive your EIN.

### Organization Type: LLC

#### LLC Information

Legal name:	NEW STARTUP COMPANY LLC
County:	LARIMER
State/Territory:	CO
Start date:	JANUARY 2017
State/Territory where articles of organization are (or will be) filed:	CO

---

#### Addresses

Physical Location:	123 MAIN STREET FORT COLLINS CO 80524
Phone Number:	970-123-4567

---

#### Responsible Party

Name:	OWNER NAME SOLE MBR
SSN/ITIN:	XXX-XX-1234

---

#### Principal Business Activity

What your business/organization does:	OTHER
Principal products/services:	GENERAL DESCRIPTION OF BUSINESS

---

#### Additional LLC Information

Owns a 55,000 pounds or greater highway motor vehicle:	NO
Involves gambling/wagering:	NO
Involves alcohol, tobacco or firearms:	NO
Files Form 720 (Quarterly Federal Excise Tax Return):	NO
Has employees who receive Forms W-2:	NO



**EIN Assistant**

Your Progress: 1. Identify 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

**Congratulations! Your EIN has been successfully assigned.**

EIN Assigned: 12-3456789

Legal Name: New Company Setup LLC

**IMPORTANT:**

Save and/or print this page and the confirmation letter below for your permanent records.

The confirmation letter below is your official IRS notice and contains important information regarding your EIN.



[CLICK HERE for Your EIN Confirmation Letter](#)

[Help with saving and printing your letter](#)

Once you have saved or printed your letter, click "Continue" to get additional information about using your new EIN.

Continue >>

Help Topics

[What if I do not have access to a printer at this time?](#)

[Can I access this letter at a later date?](#)

**Extremely Important:**

**As soon as you see your EIN and Business Name write it down before clicking continue. You cannot go back and if your printer does not work or the computer freezes up it is a lot easier to get this paper work from the IRS if we have the EIN. If they need to look it up by your business name it will take a lot longer.**



Date of this notice: 11-03-2010

Employer Identification Number:

12-3456789

Form: SS-4

Number of this notice: CP 575 G

New Company Setup LLC  
Your Name Sole MBR  
123 Main St  
Your Town, CO 80521

For assistance you may call us at:  
1-800-829-4933

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 27-3845457. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at [www.irs.gov](http://www.irs.gov). If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

**IMPORTANT REMINDERS:**

- \* Keep a copy of this notice in your permanent records. **This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you.**
- \* Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- \* Refer to this EIN on your tax-related correspondence and documents.

If you have questions about your EIN, you can call us at the phone number or write to us at the address shown at the top of this notice. If you write, please tear off the stub at the bottom of this notice and send it along with your letter. If you do not need to write us, do not complete and return the stub. Thank you for your cooperation.



## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Your Name as it appears on your tax return**

2 Business name/disregarded entity name, if different from above  
**New Company Setup LLC**

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:  
 Individual/sole proprietor or single-member LLC  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  
 Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
 Other (see Instructions) ▶ \_\_\_\_\_  
 C Corporation  
 S Corporation  
 Partnership  
 Trust/estate

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
*(Applies to accounts maintained outside the U.S.)*

5 Address (number, street, and apt. or suite no.)  
**123 Main St**

6 City, state, and ZIP code  
**Your Town CO 80521**

7 List account number(s) here (optional)

Print or type  
 See Specific Instructions on page 2.

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
OR									
Employer identification number									
1	2		3	4	5	6	7	8	9

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here**      Signature of U.S. person ▶ \_\_\_\_\_      Date ▶ \_\_\_\_\_

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/irw9](http://www.irs.gov/irw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

# Next Steps

## Measure twice. Cut Once.

- **Business Name**
  - Google search on name
  - Unique in State of Colorado <http://www.sos.state.co.us/biz/BusinessEntityCriteriaExt.do>
  - Tradename
  - Trademark <http://www.uspto.gov/main/trademarks.htm>
  - Domain name registration [www.<yourbusinessnamehere>.com](http://www.<yourbusinessnamehere>.com)
- **Business Economic / Financial Feasibility**
  - SBDC Consulting
  - SBDC Workshops and Tools
- **Copyright Consideration**
- **Consult with Accountant / CPA**
- **Consult with Attorney**
  - Review of business entity selection
  - Contracts (remedy & payment)
- **Register Your Business**

# Wrap Up

**1. Q & A**

**2. Additional Resources**

**3. Evaluations**

# Who We Are & What We Do



U.S. Small Business Administration



Helping local businesses start, grow and prosper through street-smart business education and assistance.

# THANK YOU

Please tell your business friends to find us at...  
**[www.larimersbdc.org](http://www.larimersbdc.org)**



Follow Larimer SBDC on social media for upcoming events, daily updates, small business tips and insights...

*please leave us a kind review on our Google and Facebook pages!*

---

## Program Sponsors

---



U.S. Small Business Administration



LOVELAND  
CHAMBER of COMMERCE