



The procedures to export household goods & personal effects from the United States have recently changed. Previously, the submission of a United States Social Security Number or passport number was required. Due to security and privacy protection, it has been determined that each person/s shipping overseas is required to supply an Employer Identification Number (EIN). The EIN number is issued by the IRS department, but it is the US Census Bureau <http://www.census.gov/foreign-trade/regulations/ssnfaqs.html> that is requiring it be used for export declarations. As most people do not have an EIN number, you will need to apply for one (if you have a social security number). **If you are using a U.S. passport to enter into a foreign country, then you need to apply for an EIN number.**

The EIN can be applied for in three different ways:

➤ www.irs.gov

- Click on “Apply for an EIN online”, then choose the option that states “Apply online now”
- Complete boxes 1-7b
- Box 9a choose ‘Sole Proprietor’
- Box 10 choose option “ Starting a new business” when selecting the reason why you are applying for an EIN
- Provide additional information as requested, including name, SSN or individual taxpayer identification number(ITN), address, phone number and the start date of your sole proprietorship
- Box 16 choose “Other” when selecting what your business/organization does and enter the phrase “Federal Law Requirements” when asked to provide information about your primary activity
- Review the information and click “Continue” to request and receive your EIN

➤ Completing and mailing form SS-4, or by calling the IRS at 1-800 829 4933. If you chose to mail in your application, kindly note that it will take approximately three to four weeks to process. In order to keep your move on schedule, we must receive this number at least 7 days prior to your packing date

➤ Sentry/Suddath can apply online on your behalf for an administration fee of \$30. In order for us to do this, we require a completed SS-4 form and written permission to act on your behalf. If this is not possible, then you will need to apply yourself. An EIN number is issued within minutes when applying online. This number should then be shared with the move counselor so that export declaration can be completed.

Attached you will find the SS-4 application form. It will be our pleasure to explain this process in more detail if required. Kindly note that without written authorization and a completed SS-4 form, we cannot apply on your behalf.

We appreciate your attention to this matter and if there are any questions or concerns, please contact us.

Thank you