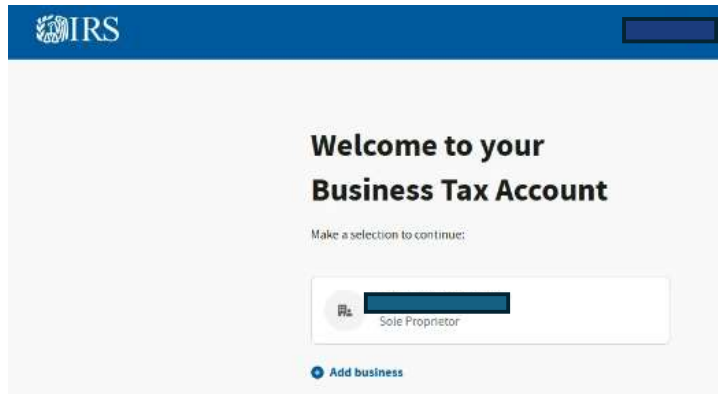


Making an Online IRS Business Account

Go to: <https://www.irs.gov/businesses/business-tax-account>

- Select: Sign in or create an account
- We recommend signing in with ID. ME
 - If you do not have ID.ME see separate instructions
- This is the Welcome screen:



- If you see your name in the white box, select it and this will take you directly to the IRS Online Business Account.
- If you do not see your name in the white box, but you are one the following roles within an entity, you will select “Add Business”:

- A Designated Official

Step 1 - Fill Out Entity Information

What you need

- Employer ID number (EIN)
- Entity type
- Documents to prove you can legally bind the entity, if applicable

Step 2 - Request Personal Identification Number (PIN)

What you need

- Business or entity **address** on file with the IRS to mail the PIN (must be a U.S. state or District of Columbia)
- **E-signature** to legally bind your business or entity

Step 3 - Enter PIN

About your PIN

- Arrives within 5-10 business days in an **IRS notice** sent to the business or entity mailing address
- Is for **1 time use** and **valid for 44 days** after submitting your registration

- - Partner
 - You must have a K-1 (Form 1065) on file with the entity
 - Shareholder
 - You must have a K-1 (Form 1065) on file with the entity
 - Or wanting to receive Clean Energy business credits
- You will select whichever options applies to you.
- You will then follow each step in filling in the required information.
- Once all information has been received and verified you can now view the business account information.
- Benefits include:
 - View business information on file
 - See account balance and history
 - Make payments
 - View tax transcripts
 - Get report to show tax compliance
 - Get certificate for federal contract award
 - Get copies of IRS notices and letters
 - Authorize 3rd party requests – POAs!
 - More features continually being added!