EIN and Oregon BIN Steps

Numbered steps to get a federal EIN, then, only once you hire, an Oregon Business Identification Number (BIN) for payroll taxes.

Part 1: Get your EIN from irs.gov

- [ ] 1. Have your LLC's legal name, filing date, and registered agent address on hand before you start the online application.
- [ ] 2. Go to the IRS's own EIN application page and start the online interview. An EIN is free directly from the IRS; never pay a third-party "EIN filing service."
  https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online
- [ ] 3. Apply during the online system's hours (Eastern time): Monday through Friday, 6:00 a.m. to 1:00 a.m. the next day; Saturday, 6:00 a.m. to 9:00 p.m.; Sunday, 6:00 p.m. to midnight.
  https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online
- [ ] 4. If you can't use the online interview (for example, applying by phone as a foreign applicant), use Form SS-4, the paper/fax/phone equivalent of the same application.
  https://www.irs.gov/forms-pubs/about-form-ss-4
- [ ] 5. Save your confirmation letter (the IRS's CP 575) the moment you receive it. It's the document banks and payers will ask you to produce as proof of your EIN.

EIN: _____

Part 2: Oregon BIN, only once you hire

- [ ] A solo practitioner with no employees does not need an Oregon BIN. The moment you plan to pay even one employee, register through Revenue Online to get your Business Identification Number, which becomes your primary number for filing and paying payroll taxes. You must register before paying employees.
  https://www.oregon.gov/dor/programs/businesses/pages/starting-payroll-taxes.aspx

I did not find an explicit fee stated for BIN registration itself on the official page, only the absence of any fee language. Check the official page for the current status rather than assuming it's free.

Oregon BIN: _____

Date registered: _____