







Important Business Tax Numbers

 Official Name:	 Often referred to as:	 Used For?	 Looks Like:	 How do I register for it?	 Where can I find it?
Employer Identification Number	EIN; FEIN; TIN; Federal Tax Identification Number	Like a social security number but for a business, you need it to open a bank account, get a loan, and complete many other fundamental tasks for your business. You need this even if you aren't going to have employees.	Two digits, a hyphen, seven digits. 12-3456789	Follow these steps from the IRS: https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online	On your business tax return or business's Schedule C (part of your individual 1040 return), or possibly under Company Settings in QuickBooks (if you've added it there).
Charter Number	- - -	Required for most companies to operate in any state.	Varies by state.	You should be able to fill out a registration form on your Secretary of State's website. The state will issue the business a charter, or business number, used to identify that corporation in that state.	On your Articles of Organization/Certificate of Organization; or search by business name on your Secretary of State's website.
State Tax ID Number	Sales Tax ID Number	Used for sales/use tax, corporate income tax, and employer withholding tax.	Varies by state.	Register your business with your State's Department of Revenue. In many states, you can do this on the agency's website. Registration may require you to provide your Federal Tax ID Number. (see above).	State Tax I.D. Number on your sales tax return
State Unemployment Tax Number	SUTA	Used for filing state unemployment taxes.	Varies by state.	Contact your State's Department of Labor to register for unemployment insurance. You may be able to register online at the website for your state.	Any correspondence that you receive from your State's Department of Labor should reflect your employer number.
Dun & Bradstreet Number	DUNS Number, D-U-N-S Number	This free ID number is required to register with the federal government for contracts or grants. It is also necessary to get a Small Business Administration loan. If you don't have a number and need to get one quickly, there is a paid expedited option.	Nine digits. 123456789	This article has some great information and a link to apply for a D-U-N-S number if you don't have one: https://www.sba.gov/blogs/why-your-business-needs-get-duns-number	This link lets you look up a D-U-N-S number: https://www.dnb.com/duns-number.html