



**Instructions for Third Parties Filing Forms SS-4 for Other Taxpayers**

The Code requires that the person required to furnish an EIN apply for one. If it is not the taxpayer who is making an online application, the taxpayer must authorize the third party to apply for and receive the EIN. The following procedures must be used for third parties to get authorization from the taxpayer to submit the Form SS-4 on behalf of the taxpayer and receive an EIN:

- The applicant (not the third party) must sign a completed Form SS-4, including the Third Party Designation, prior to the third party making the online application.
- The applicant must read and sign a statement that he or she understands, by providing his or her Social Security Number to the third party, that he or she is authorizing the third party to apply for and receive the EIN on his or her behalf and to answer questions about the completion of the Form. The third party can print out this web page and have the applicant sign, or the third party can use their own printed form for this statement.
- **The third party must retain on file the signed completed Form SS-4, as well as the taxpayer's statement authorizing the online filing.**

I have read the above statements and hereby authorize Atlantic Pension Services, Inc. to apply for and receive the EIN for our retirement plan.

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