

What is a Tax ID?

The Tax ID for your employer is a nine-digit number that IRS assigns to identify the tax accounts of employers. It is alternately known as the federal Employer Identification Number, federal EIN, or federal Tax ID. A corporation may be organized into several business entities, but there is only one tax ID for each business entity. The format for a tax ID is: XX-XXXXXXX.

Vendormate® uses the tax ID to verify whether or not employers and business entities are subject to various Federal sanctions.

A federal tax ID, or EIN, is for use in connection with business activities only. Do not use your social security number (SSN) in place of your employer's tax ID.

Unlike a social security number, sharing a business tax ID does not create potential liability or financial exposure for a business. In fact, a federal business tax ID is something that an employer furnishes to all employees. Some employers display the number as the "Employer Identification Number (EIN)" on each pay check, but all employers must provide the number for employees who file a tax return referencing income from that corporate entity.

Where can I find my employer's tax ID?

1. Ask your HR representative or manager for your company federal tax ID or EIN.
2. Locate your current W-2 and find the field containing the Employer Identification Number. *Highlighted in red below*

22222		a Employee's social security number		OMB No. 1545-2008	
b Employer identification number (EIN)		1 Wages, tips, other compensation		2 Federal income tax withheld	
c Employer's name, address, and ZIP code		3 Social security wages		4 Social security tax withheld	
		5 Medicare wages and tips		6 Medicare tax withheld	
		7 Social security tips		8 Allocated tips	
d Control number		9 Advance EIC payment		10 Dependent care benefits	
e Employee's first name and initial		Last name		Suff.	
		11 Nonqualified plans		2a	
		13a		2b	
		14		2c	
				2d	
f Employer's address and ZIP code					
15 State	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name

2008 Wage and Tax Statement
 Form W-2
 Copy 1—For State, City, or Local Tax Department
 Department of the Treasury—Internal Revenue Service

3. Locate your current 1099 and find the field containing the Employer Identification Number. *Highlighted in red below*

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PAYER'S name, street address, city, state, ZIP code, and telephone no.		1 Rents		OMB No. 1545-0115			
		2 Royalties		2008 Form 1099-MISC Miscellaneous Income			
		3 Other income				4 Federal income tax withheld	
PAYER'S federal identification number	RECIPIENT'S identification number	5 Fishing boat proceeds	6 Medical and health care payments	Copy 1 For State Tax Department			
RECIPIENT'S name		7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest				
Street address (including apt. no.)		9 Payer made direct debit of \$0.00 on none of consumer products to a buyer (recipient) for resale	10 Crop insurance proceeds				
City, state, and ZIP code		11	12				
Account number (see instructions)		13 Excess golden parachute payments	14 Gross proceeds paid to an attorney				
15a Section 408A deferrals	15b Section 408A income	16 State tax withheld	17 State/Payer's state no.	18 State income			
\$	\$	\$	\$	\$			

Form 1099-MISC
 Department of the Treasury - Internal Revenue Service