

Additional Tax Forms

SS-4

[\(Click Here to Print a Copy of the Form\)](#)

While many small business owners use their Social Security number on tax related documents, the IRS requires you to obtain a Federal Tax Identification number in the event you hire an employee. If you have ever paid an employee W-2 wages, you should already have a Federal Tax ID number (also known as an Employer Identification Number, or EIN).

If you have never had an employee or never applied for an EIN, the Employer/business owner must complete form SS-4. There is no charge to obtain your EIN number if applying by mail. If your tax advisor is handling your additional tax forms they may submit the SS-4 as part of this process.

I-9

[\(Click Here to Print a Copy of the Form\)](#)

The I-9 form is also referred to as the Employment Eligibility Verification Form. Each employee must sign an I-9, verifying his or her eligibility for employment within the United States. The signed form should be kept in the employee's personnel file.

W-4

[\(Click Here to Print a Copy of the Form\)](#)

The W-4 form allows your employee(s) to elect their personal allowances, and is used to determine the amount of federal income tax withheld from their wages.