

Hello,

When you contract with Advanced Care Providers as an independent contractor, you are functioning as your own business or a "sole proprietor". Tax law requires that you have a FEIN in place as an independent contractor in most states and is a policy with ACP.

Your 1099 form at the end of the year is directed to your FEIN rather than your social security number for tax purposes.

If you do not have a FEIN, here are the steps to do it online. It can be done quickly and is free. The results are available instantly.

1. Click this link to go to the Begin Application site:  
<https://sa2.www4.irs.gov/modiein/individual/index.jsp>
2. Click on **Begin Application**

You will go to the following pages:

3. **What type of legal structure is applying for an EIN?** -- Click on Sole Proprietor
4. **You have chosen Sole Proprietor.** -- Chose Sole Proprietor again and continue
5. **Please confirm your selection.** -- should be sole proprietor and click continue
6. **Why is the Sole Proprietor requesting an EIN?** -- started a new business and continue
7. **Please tell us about the Sole Proprietor.** -- complete information and choose "I am the sole proprietor and continue
8. Follow the instructions as you progress through this process. Your new number will be emailed to you and a paper copy mailed to you. Keep this for your records and forward a copy to us.

The site has multiple explanations if you have tax questions. Of course if you have an accountant, they can answer questions for you including what expenses are able to be used against your taxes as well as additional ways your independent contractor status can work for you.

Thanks for getting your FEIN to us in a timely manner.

Sincerely,  
Advanced Care Providers