

PUBLIC ANNOUNCEMENT

Renewal of Employer Identification Number (EIN) for all Existing/New Business

The Social Security Administration would like to inform all business owners of its new policy that was duly adopted by the SSA Board of Trustees on June 25, 2015, which mandated all business owners to annually renew their business EIN. This policy takes effect on December 31, 2015 therefore all existing and any new business EIN's will need to be renewed prior to December 31, 2015 and annually thereafter.

SSA is hereby informing that it is the business owner's responsibility to renew all of his/her EIN's prior to the expiration date of December 31, of each year. The SSA will be working with the Bureau of Revenue and Taxation of the National Government to ensure that your business EIN is renewed prior to the issuance of your national business license. This policy does not apply to all EIN issued to National Government and its subsidiary including all State Governments.

Renewal Fees:

- **\$10.00** for a parent company
- **\$5.00** for each subsidiary
- A late fee of **\$5.00** will be charged to all EIN renewed after Dec 31

Non-Filers/Delinquent

Any business or firms with outstanding Quarterly Returns or SSA tax liability will have to clear all outstanding amounts prior to the renewal of EIN. If you know that you have any outstanding SSA tax liability and have failed to resolve them, you must contact the Administration and schedule an appointment regarding your delinquency. Having a settlement provides you with an opportunity to renew your business EIN.

Failure to renew EIN

Any business that fails to renew its EIN by the established deadline will not be eligible to obtain a business license at the Bureau of Revenue and Taxation and your business status will be "closed". This will prohibit the business and its representatives from engaging with any business transactions as set forth with **Chapter 15, 40 PNC**.

Please visit the Social Security Office through December 1 to 31 to complete all necessary forms pertaining to your business EIN renewal. If you have any questions, you may contact the Administration at 488-2457 or 488-1823.