



# New Jersey Motor Vehicle Commission

Business Licensing Services Bureau  
P.O. Box 170  
Trenton, New Jersey 08666-0170  
(609) 292-6500 ext. 5003  
Fax # (609) 341-3314

## NJMVC ENTITY IDENTIFICATION NUMBER (EIN) REQUEST FORM

To be completed by company owner, officer or authorized signatory

Initial (Complete A)    Address Change (Complete A&B)    Name Change (Complete A&C)

### Section A. Business Information

Legal Name of Company: \_\_\_\_\_

Federal Employer Identification Number (FEIN): \_\_\_\_\_

Mailing Address on file with the Internal Revenue Service (IRS):

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Description: \_\_\_\_\_

Name of Executive Requesting MVC EIN: \_\_\_\_\_ Title: \_\_\_\_\_

Relationship to Company: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tel. No.: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Submit this completed application with the following;

1. A copy of the following business organization documents:
  - a. A certified document from the IRS displaying the entity's name, current address (same as above) and FEIN;
  - b. Certificate of Formation for LLC or Incorporation Papers for Corp./Inc. from the Division of Commercial Recording; or a Trade Name Certificate for Sole Proprietorship;
2. An original or certified copy of power of attorney, certifying that the Executive applying for the MVC EIN is an authorized signatory of the entity; and
3. If the Executive requesting MVC EIN holds an out-of-State I.D., a color photocopy of the driver's license or other photo identification.
4. Lienholders only – submit items 1a, 2, and 3 and one of the following documents accordingly.
  - a. Banks – Copy of Banking Commission Documents
  - b. Credit Unions – Copy of Charter Papers

**Note:** *All other financial institutions and out-of-state dealerships – no other documents are required.*

**Section B.**

**Change of Business Address**

NJMVC Issued EIN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Old Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

New Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Submit the following;

1. A certified document from the IRS displaying the entity's name, new address (same as above) and FEIN;
2. An original or certified copy of power of attorney, certifying that the Executive requesting this amendment is an authorized signatory of the entity;
3. A color photocopy of the requestor's driver's license or other photo identification

**Section C.**

**Change of Legal Business Name**

NJMVC Issued EIN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Old Business Name: \_\_\_\_\_

Amended Business Name: \_\_\_\_\_

Submit the following;

1. Amended Certificate of Formation for LLC or Incorporation Papers for Corp./Inc. from the Division of Commercial Recording; or a Trade Name Certificate for Sole Proprietorship;
2. A certified document from the IRS displaying the amended business name (same as above), current address and FEIN;
3. An original or certified copy of power of attorney, certifying that the Executive requesting this amendment is an authorized signatory of the entity;
4. A color photocopy of the requestor's driver's license or other photo identification

**IMPORTANT:** If the Federal Employer Identification Number has changed due to any of the above changes, you must apply for a new NJMVC issued EIN.