

How to Upload Documents if EIN Verification is Required

1. In general, when a broker enrolls a new small business client, no EIN verification is required; it will be verified by the system and there will be no need to upload any documentation. However, in some instances the system may require further verification. This will become evident once the broker reaches the **Company Information** page and the EIN entered is not accepted by the system:

Logged in as broker2014 My Dashboard

Company Information

Please tell us about your company. You must fill in all fields with (*).

Company Details

Legal Company Name *
Shake Shack

DBA Name

If you do business under another name, please enter that name here

Business Type *

C Corporation S Corporation LLC Sole Proprietorship or Partnership

If you are an employer whose only employees include yourself and/or your spouse, federal regulations do not allow you to participate in the Small Business Marketplace. You can participate in the Individual Marketplace.

EIN/TIN *
112333221

Primary Business Address

What is your primary (physical) business location in New York State?

Address Line 1 * Address Line 2
1 Park Avenue

City * ZIP Code * County State
New York 10001 NEW YORK NY

2. If the system is unable to verify the EIN provided, you will get a message asking you to enter valid EIN (see below)

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EIN/TIN *

112333221

Enter valid EIN

Primary Business Address

What is your primary (physical) business location in New York State?

Address Line 1 * Address Line 2

1 Park Avenue

City * ZIP Code * County State

New York 10001 NEW YO NY

Billing Address

Same as primary business address

Address Line 1 * Address Line 2

1 Park Avenue

City * ZIP Code * County State

New York 10001 NEW YO NY

Document Upload for EIN Verification

ⓘ We're sorry but we are unable to confirm your EIN/Company name based on the information you have provided. You can upload supporting documents for the EIN verification by selecting document type and click upload button. If you have already uploaded documents, Please contact our call center at 1-855-355-5777 for further assistance.

3. You can upload supporting documentation to verify the EIN by clicking on **SELECT DOCUMENT TYPE** to choose the appropriate document you wish to upload.

Please Note: You must submit one of the documents from the dropdown menu. It is important to remember that the document you submit ***must display*** the company EIN.

Billing Address

Same as primary business address

Address Line 1 * Address Line 2

City * ZIP Code * County State

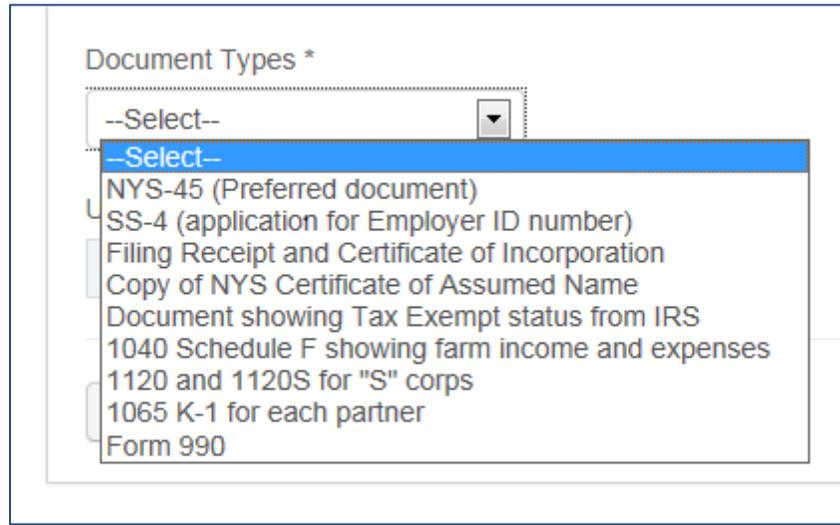
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Select Document Type *

Upload *

See the list of acceptable documents below.



The image shows a screenshot of a web form with a dropdown menu titled "Document Types *". The dropdown is open, showing a list of document types. The first option is "--Select--", which is highlighted in blue. Below it are several other options: "NYS-45 (Preferred document)", "SS-4 (application for Employer ID number)", "Filing Receipt and Certificate of Incorporation", "Copy of NYS Certificate of Assumed Name", "Document showing Tax Exempt status from IRS", "1040 Schedule F showing farm income and expenses", "1120 and 1120S for 'S' corps", "1065 K-1 for each partner", and "Form 990".

Document Type
--Select--
NYS-45 (Preferred document)
SS-4 (application for Employer ID number)
Filing Receipt and Certificate of Incorporation
Copy of NYS Certificate of Assumed Name
Document showing Tax Exempt status from IRS
1040 Schedule F showing farm income and expenses
1120 and 1120S for "S" corps
1065 K-1 for each partner
Form 990

4. Once you upload the appropriate document please call the Customer Call Center at (855) 355-5777 to report that a verification document has been uploaded and is ready for review.