



New Jersey Motor Vehicle Commission

Business Licensing Services
Bureau P.O. Box 170

Trenton, New Jersey 08666-0170

(609) 292-6500 ext. 5003

MVCCorpcodes@mvc.nj.gov



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. NJ Certificate of Formation or NJ Certificate of Incorporation from the Division of Commercial Recording; or NJ Business Registration/Trade Name Certificate;
2. If Executive applying for MVC EIN is not listed on any of the corporate documents an original or certified copy of power of attorney; 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. If Executive applying for MVC EIN is not listed on any of the corporate documents an original or certified copy of power of attorney;
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 NJ Certificate of Formation or NJ Certificate of Incorporation from the Division of Commercial Recording; or NJ Business Registration/Trade Name Certificate;
2. A certified document from the IRS displaying the amended business name (same as above), current address and FEIN;
3. If Executive applying for MVC EIN is not listed on any of the corporate documents an original or certified copy of power of attorney;
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.