



## Service Application Guide

Thank you for choosing our services!

To ensure a smooth and efficient process, please review the following guidelines specific to the service you are seeking. Your cooperation in providing the necessary information and documentation is greatly appreciated.

### Business Formation Requirements

- 1. Business Names:** Provide at least three potential names for your new business.
- 2. Business Address:** Include a business address. This can be a commercial, home, or virtual address. Note: P.O. Boxes are not accepted.
- 3. Ownership Details:** Indicate the number of owners or partners involved in the business.

### EIN Application Requirements

- 1. Business Information:** Provide the legal name of the entity, type of business, and primary business activities.
- 2. Personal Information:** If applicable, include the name and Social Security Number (SSN) or ITIN of the principal officer, member, or owner.
- 3. U.S. Mailing Address:** Must be a physical address. Note: P.O. Boxes are not accepted.
- 4. Additional Documentation:** Depending on your business structure, further documentation may be required.

### ITIN Application Requirements

#### For Individuals:

- Income report and tax return.
- Date of entry (if residing in the U.S.).
- Color copy of your signed passport.
- U.S. mailing address (no P.O. boxes) and total foreign address.

#### For Business Exceptions:

- LLC or Corp documents.
- EIN letter.
- Color copy of passport.
- U.S. mailing address (no P.O. boxes) and foreign address.

#### Minor Applications:

- Color scan copy of the passport.
- Copy of the birth certificate (no translation required).
- Proof of residency: A school letterhead signed in blue ink or a doctor's letter. It should include the minor's name, date of birth, address, and school grade (or equivalent information).



**Unique Cases:**

**Contact Support:** If your case doesn't fit standard criteria, please contact our support team with your specific situation for a tailored document list.

**Identification Requirement:** Please remember, uploading an identification or passport is a mandatory step that cannot be skipped.

**Document Submission:** After filling out the necessary information, please upload the documents that apply to your chosen service.

Thank you for your cooperation!

**Contact for Support and Inquiries**

Email: Reach out to us at [support@lbsprocess.com](mailto:support@lbsprocess.com) or [spanishsupport@lbsprocess.com](mailto:spanishsupport@lbsprocess.com).

Phone: Call 609-813-0633.