



CAREER CONNECT FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN) GUIDANCE

Background

A Federal Employment Identification Number (FEIN) is required to create and save an employer in Career Connect. This data is required for three primary reasons:

- It reduces duplicate entries in the system.
- It helps ensure that the employer is a legal, legitimate employer.
- It is required for On-the-Job Training (OJT) and other paid work experience contracts.

Asking an Employer for their FEIN

When asking an employer for their FEIN, we recommend explaining the following:

- Explaining that the network has adopted a new data system that will improve your ability to fill the employer's job orders more quickly and efficiently and to provide more coordinate services to the employer.
- The new data system requires FEINs to verify the employer and helps prevent duplicate records.

If they are concerned about data security:

- The FEIN is only available to staff users, all of whom are bound by confidentiality agreements.
The FEIN cannot be accessed by non-staff users.

If your contact does not know the FEIN, he/she can check his/her pay stub or W-2 form to find it.

FEIN Look-Up

It is relatively easy to find FEINs for publically held and nonprofit companies as described below. You can also get FEIN's for some companies using the Mondet System (detailed instructions below). If you know of any other FREE sources to look up FEINs, especially for for privately held companies, please email us at helpdesk@workforceboard.org.

Publically Held Companies

For public companies, the FEIN (or "IRS No.") is printed on the first page of 10-Ks, 20-Fs and other SEC filings, which you can get on the Internet for free via the Securities and Exchange Commission's EDGAR website: <http://www.sec.gov/edgar/quickedgar.htm>. The 10-K is also often attached to the company's annual report which can often be found on their website. As an example, see Pepsico's annual report. The 10-K starts on page 19: http://www.pepsico.com/docs/album/default-document-library/pepsico-2014-annual-report_final.pdf?sfvrsn=0.

Nonprofit Companies

Melissa Data provides a free nonprofit search tool that provides the FEIN:

<http://www.melissadata.com/lookups/np.asp?ein=364122225>

Guidestar also provides FEIN and other data on nonprofits that file IRS 990 returns. The FEIN should show up in the Basic Information section of the company summary: <http://www.guidestar.org/Home.aspx>.

Company FEIN Look-up via Mondet

If your agency has access to the Mondet System, you can use it to look up FEINs for companies using the instructions below. Please note, not all companies are listed in Mondet.

Step 1:

Log into old Mondet System by clicking here: <https://services.illinois.gov/web3270>

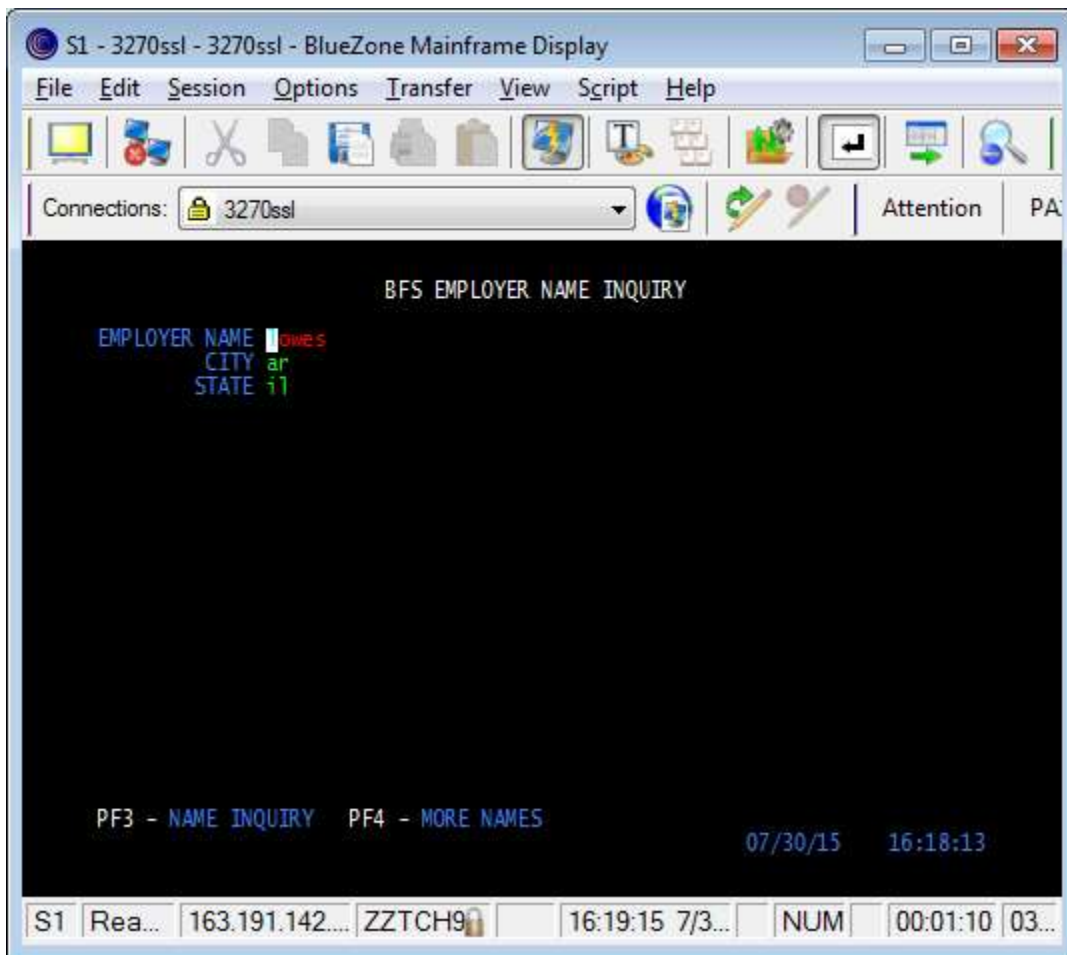
Type: IMSH

Log in with your MHD #

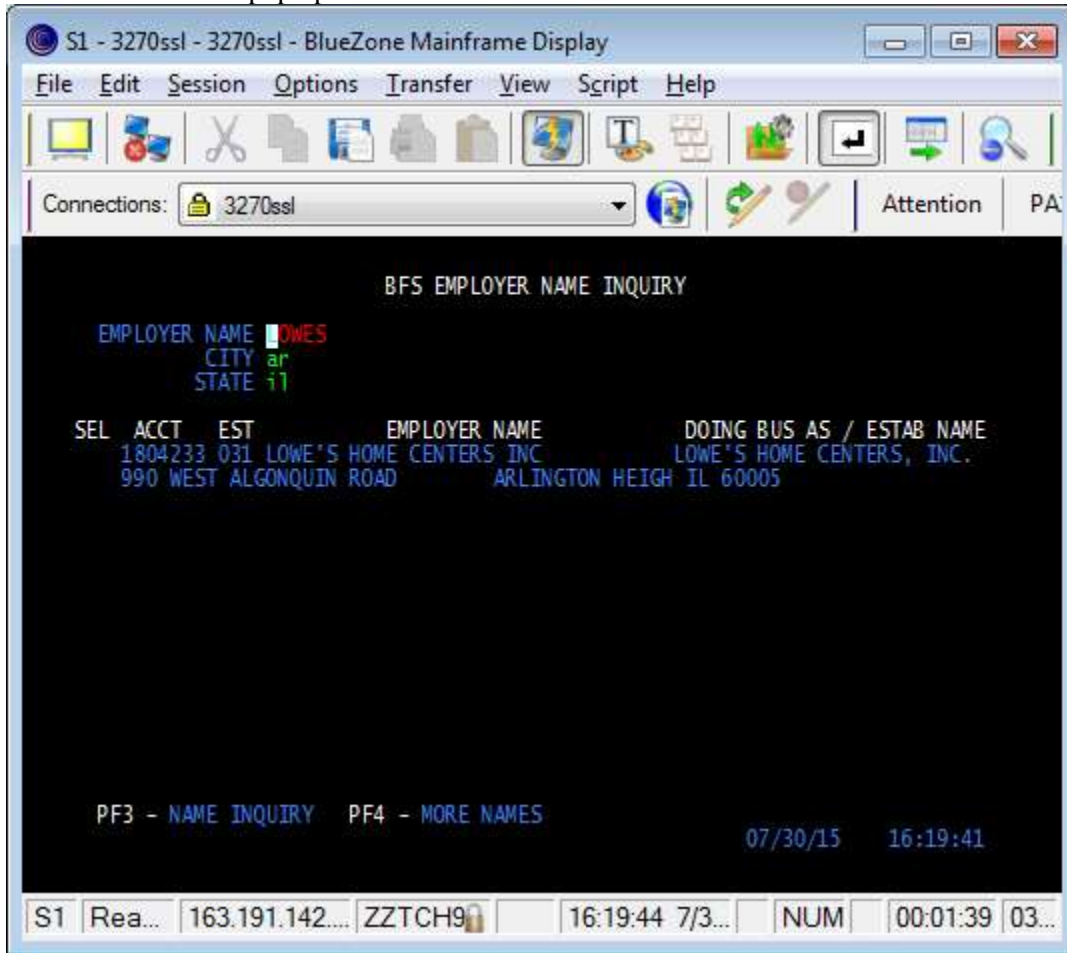
Step 2:

To look up the employer, type: /for bshdemn

Once you have typed in /for bshdemn you can search for an employer. Not all employers show up. Search by name and the first two letters of the city and state. See below:



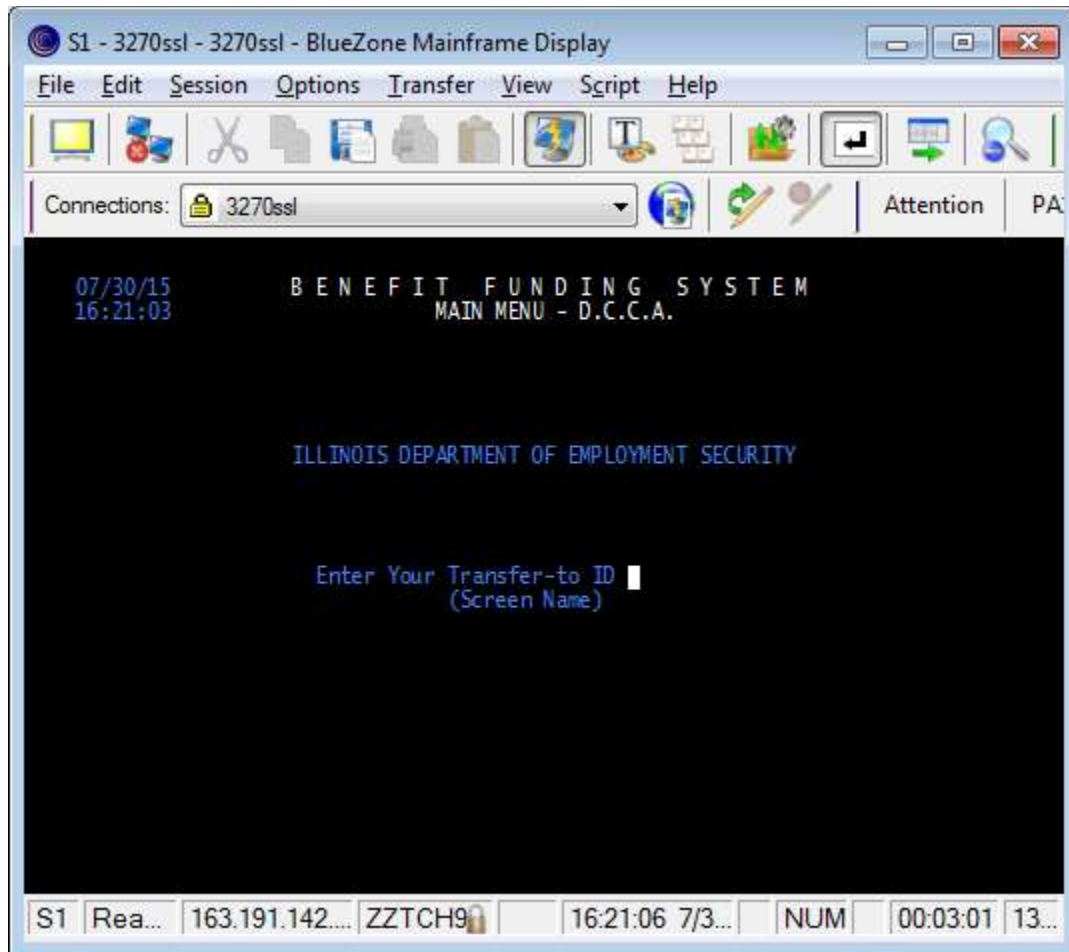
The next screen will pop up.



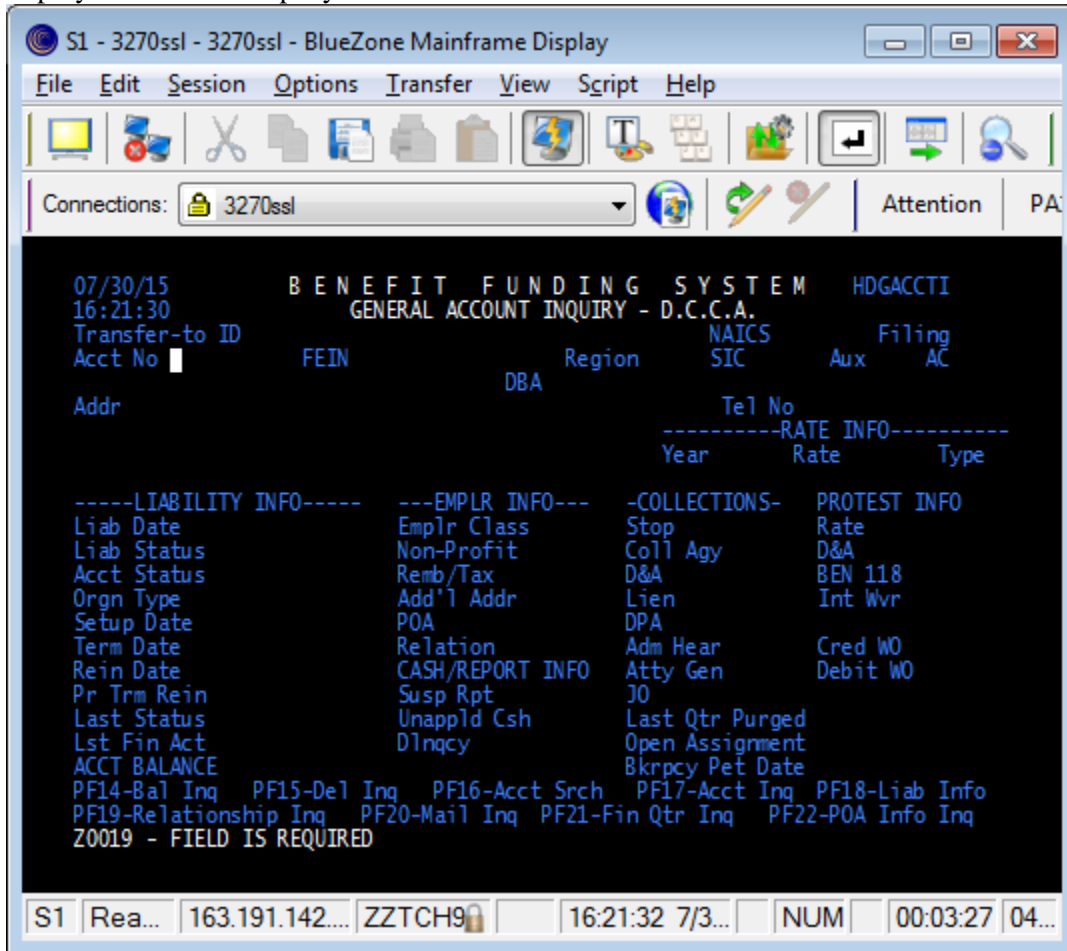
Step 3: You will then have the employer's account number. In this example, Lowes account number is 1804233. In order to now look up the employer by their account number "blank your screen" by holding the CTRL and Shift and "Z" keys. Now you can add the next command to look up an employer.

Step 4: Type: hdbfs (space). You type hdbfs and then hit the spacebar before you hit enter.

This screen will pop up. In the “Enter Your Transfer-to ID” area (where your cursor is blinking) type: hdgaccti



Step 5: This screen will pop up. The cursor will be where you need to enter the account number for the employer. In this example you would enter: 1804233 and hit Enter.



You get the screen below, and now you have the employer's FEIN number, contact information and even the NAICS code. The FEIN is in Green in the figure below.

The NAICS is the first four numbers in the NAICS field shown below. In this example, the NAICS code is 4441 (Building Material and Supplies Dealers)

