

Employer Identification Number

How to Apply for an EIN

You can apply for an EIN online, by telephone, by fax, or by mail, depending on how soon you need to use the EIN. Use only one method for each entity so you do not receive more than one EIN for an entity.

You will get your EIN almost immediately using the online application process. This is the website for applying online: <https://sa1.www4.irs.gov/modiein/individual/index.jsp>.

When the site opens there will be a Government Warning page, select **“OK”**

Select **“Begin Application”** on the next page

What type of legal structure is applying for an EIN? select **“View Additional Types, Including Tax Exempt and Governmental Organizations”**

Additional Types. Select **“Other Non-profit/Tax Exempt Organizations”**

Please confirm your selection. **“Continue”**

Why is the Non-Profit/Tax-Exempt Organization requesting an EIN? **“Started a new business”**

Who is the Responsible Party for the Non-Profit/Tax-Exempt Organization? **“Individual”**

You selected individual. Please tell us about the Responsible Party. **“First Name,” “Last Name,” “SSN” and choose “I am a responsible and duly authorized member or officer having knowledge of this organization's affairs.”**

Where is the Non-Profit/Tax-Exempt Organization physically located? This should be the address of the organization on your articles of incorporation. **“Street,” “City,” “State,” “Zip Code,” “Phone Number” (should be your phone number).**

Should the mail be directed to a specific person or department within your organization? (This is commonly referred to as the “Care Of” name.) **“No entry required.”**

Do you have an address different from the above where you want your mail to be sent? **“No”**

Tell us about the Non-Profit/Tax-Exempt Organization. Legal name of Non-Profit/Tax-Exempt Organization: **“Name used on your articles of incorporation”**

Trade name/doing business as: **“Leave blank”**

County where Non-Profit/Tax-Exempt Organization is located: **“Entry appears automatically will be based on the address entered, change if necessary.”**

State: **“Entry appears automatically and will be based on the address entered, change if necessary.”**

Non-profit/Tax Exempt Organization start date: **“Enter month and year your organization was incorporated by the state.”**

Tell us more about the Non-Profit/Tax-Exempt Organization. Answer **“No”** to all of these questions.

What does your business or organization do? Select **“Other”**

You have chosen Other. Please choose one of the following that best describes your primary business activity: Select **“Other”** and type in **“Education”**


How would you like to receive your EIN Confirmation Letter? Select **“Receive letter online.”**

Summary of your information: **Review and Click the “Submit” button at the bottom of the page to receive your EIN.**

It may take a couple of minutes so wait until you get a response to print and save your documentation.

Document will be similar to the one on the next page.

Sample IRS EIN Documentation

 DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 08-08-2014

Employer Identification Number:
[REDACTED]

Form: SS-4

Number of this notice: CP 575 E

SQUARE DANCE MINNESOTA INC
% CHAIR
[REDACTED]

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN [REDACTED]. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it's very important that you use your EIN along with your complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information shown above isn't correct, please send us the correction using the attached tear-off stub.

Annual filing requirements

Most organizations with an EIN have an annual filing requirement, even if they engage in minimal or no activity.

A. If you are tax exempt, you may be required to file one of the following returns or notices:

Form 990, Return of Organization Exempt From Income Tax
Form 990-EZ, Short Form Return of Organization Exempt From Income Tax
Form 990-PF, Return of Private Foundation
Form 990-N, e-Postcard (available online only)

Additionally, you may be required to file your annual return electronically.

If an organization required to file a Form 990, Form 990-PF, Form 990-EZ, or Form 990-N does not do so for three consecutive years, its tax-exempt status is automatically revoked as of the due date of the third return or notice.

Please refer to www.irs.gov/990filing for the most current information on your filing requirements.

B. If you are not tax-exempt, you may be required to file one of the following returns:

Form 1120, U.S. Corporation Income Tax Return
Form 1041, U.S. Income Tax Return for Estates and Trusts
Form 1065, U.S. Return of Partnership Income

Please refer to Publication 1635, Understanding Your EIN, for more information about which forms you may be required to file.