



EIN Assistant

Important Information Before You Begin

Use this assistant to apply for and obtain an Employer Identification Number (EIN).

[Do I need an EIN?](#)

[Do I need a new EIN?](#)

For help or additional information on any topic, click the underlined key words, or view Help Topics on the right side of the screen. Make sure that pop-ups are allowed from this site.

About the EIN Assistant

- You must complete this application in one session, as you will **not** be able to save and return at a later time.
- For security purposes, your session will expire after 15 minutes of [inactivity](#), and you will need to start over.
- You will receive your EIN immediately upon verification. [When will I be able to use my EIN?](#)
- If you wish to receive your confirmation letter online, we strongly recommended that you install [Adobe Reader](#) before beginning the application if it is not already installed.

Restrictions

- Effective May 21, 2012, to ensure fair and equitable treatment for all taxpayers, the Internal Revenue Service will limit Employer Identification Number (EIN) issuance to one per [responsible party](#) per day. This limitation is applicable to all requests for EINs whether online or by phone, fax or mail. We apologize for any inconvenience this may cause.
- If a [third party designee](#) (TPD) is completing the online application on behalf of the taxpayer, the taxpayer must [authorize the third party](#) to apply for and receive the EIN on his or her behalf.
- The business location must be within the United States or [U.S. territories](#).
- Foreign filers without an Individual Taxpayer Identification Number (ITIN) cannot use this assistant to obtain an EIN.
- If you were incorporated outside of the United States or the U.S. territories, you cannot apply for an EIN online. Please call us at 267-941-1099 (this is not a toll free number).

[Begin Application >>](#)

If you are not comfortable sending information via the Internet, download the [Form SS-4](#) PDF file and the instructions for alternative ways of applying.



EIN Assistant

Your Progress:

1. Identify

2. Authenticate

3. Addresses

4. Details

5. EIN Confirmation

What type of legal structure is applying for an EIN?

Before applying for an EIN you should have already determined what type of legal structure, business, or type of organization is being established.

Choose the type you are applying for. If you don't see your type, select "View Additional Types."

- [Sole Proprietor](#)
Includes individuals who are in business for themselves and household employers.
- [Partnerships](#)
Includes partnerships and joint ventures.
- [Corporations](#)
Includes S corporations, personal service corporations, real estate investment trusts (REIT), regulated investment conduits (RIC), and settlement funds.
- [Limited Liability Company \(LLC\)](#)
A limited liability company (LLC) is a structure allowed by state statute and is formed by filing articles of organization with the state.
- [Estate](#)
An estate is a legal entity created as a result of a person's death.
- [Trusts](#)
All types of trusts including conservatorships, custodianships, guardianships, irrevocable trusts, revocable trusts, and receiverships.
- [View Additional Types, Including Tax-Exempt and Governmental Organizations](#)
If none of the above fit what you are establishing, there are several others to choose from.

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Help Topics

- [? What if I do not know what type of legal structure or organization to choose?](#)



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Additional Types

Choose the type you are applying for. You can click the underlined terms for a description.

- [Bankruptcy Estate \(Individual\)](#)
- [Block/Tenant Association](#)
- [Church](#)
- [Church-Controlled Organization](#)
- [Community or Volunteer Group](#)
- [Employer/Fiscal Agent \(under IRC Sec 3504\)](#)
- [Employer Plan \(401K, Money Purchase Plan, etc.\)](#)
- [Farmers' Cooperative](#)
- [Government, Federal/Military](#)
- [Government, Indian Tribal Governments](#)
- [Government, State/Local](#)
- [Homeowners/Condo Association](#)
- [Household Employer](#)
- [IRA](#)
- [Memorial or Scholarship Fund](#)
- [National Guard](#)
- [Plan Administrator](#)
- [Political Organization](#)
- [PTA/PTO or School Organization](#)
- [REMIC](#)
- [Social or Savings Club](#)
- [Sports Teams \(community\)](#)
- [Withholding Agent](#)
- [Other Non-Profit/Tax-Exempt Organizations](#)

Help Topics

[? What if I still do not know what type of structure or organization to choose?](#)

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Please confirm your selection.

Confirm your selection of **Other Non-Profit/Tax-Exempt Organizations** as the type of structure applying for an EIN.

What it is...

- A non-profit organization is an entity organized and operated for one or more of the purposes listed under Section 501(a) of the Internal Revenue Code.

What it is not...

- A business or organization organized for profit.
- A sole proprietorship or partnership.

If you need to change your type of structure, we recommend that you do so **now**, otherwise you will have to start over and re-enter your information. Additional help may be found by reviewing [all types of organizations and structures](#) before making your selection.

[<< Change Type](#)

[Continue >>](#)

Help Topics

- ? [What is the difference between non-profit and tax-exempt status?](#)
- ? [How does my organization receive formal recognition as a tax-exempt organization by the IRS?](#)
- ? [What if I am not sure my organization would qualify as a tax-exempt organization?](#)



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1. Identify

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Why is the Non-Profit/Tax-Exempt Organization requesting an EIN?

Choose **one** reason that best describes why you are applying for an EIN.

- Started a new business**
Select this option if you are beginning a new business.
- Hired employee(s)**
Select this option if you already have a business and need to hire employees.
- Banking purposes**
Select this option if the reason for applying for the EIN is strictly to satisfy banking requirements or local law.
- Changed type of organization**
Select this option if you are changing the type of organization you currently operate, such as changing from a sole proprietor to a partnership, changing from a partnership to a corporation, etc.
- Purchased active business**
Select this option if you are purchasing a business that is already in operation.

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Help Topics

- [? I do not see my reason for applying here. What should I choose?](#)
- [? What if more than one reason applies to me?](#)



EIN Assistant

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Who is the Responsible Party for the Non-Profit/Tax-Exempt Organization?

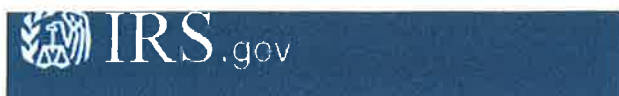
The [responsible party](#) can be either an [individual](#) OR an [existing business](#).

Please choose **one**:

- Individual
- Existing business

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You selected individual. Please tell us about the Responsible Party.

*** Required fields**

Must match IRS records or this application cannot be processed.

The only punctuation and special characters allowed are hyphen (-) and ampersand (&).

First name *	<input type="text"/>	←	NAME OF PERSON RESPONSIBLE FOR FILING ANNUAL FORM 990. TYPICALLY THIS WILL BE THE FINANCIAL SECRETARY
Middle name/initial	<input type="text"/>	←	
Last name *	<input type="text"/>	←	
Suffix (Jr, Sr, etc.)	Select One ▾		
SSN/ITIN *	<input type="text"/> - <input type="text"/> - <input type="text"/>	←	THE IRS REQUIRES YOUR SOCIAL SECURITY NUMBER TO APPLY FOR AN EIN. IT IS REQUIRED TO PREVENT BUSINESS FRAUD

Choose One: *

- I am a responsible and duly authorized member or officer having knowledge of this organization's affairs.
- I am a third party applying for an EIN on behalf of this organization.

Before continuing, please review the information above for typographical errors.

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Where is the Non-Profit/Tax-Exempt Organization physically located?

* Required fields

The only special characters allowed for street and city are - and /.

Note: Must be a U.S. address. Do not enter a P.O. box. [For military addresses click here.](#)

Street *	<input type="text"/>	← PLEASE PROVIDE AN ADDRESS WHERE THE COUNCIL OR ASSEMBLY WILL RECEIVE ITS MAIL AND NOT THE ADDRESS OF AN OFFICER UNLESS ABSOLUTELY NECESSARY
City *	<input type="text"/>	
State/U.S. territory *	Select One <input type="text"/>	
ZIP code *	<input type="text"/>	
Phone number *	<input type="text"/> - <input type="text"/> - <input type="text"/>	

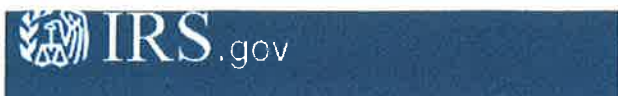
Should the mail be directed to a specific person or department within your organization? (This is commonly referred to as the "Care Of" name.)

If yes, please enter name: ← CARE OF NAME: TYPICALLY THE FINANCIAL SECRETARY

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

Before continuing, please review the information above for typographical errors.

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EIN Assistant

Your Progress: 1. Identify 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

Tell us about the Non-Profit/Tax-Exempt Organization.

***Required fields**

The only punctuation and special characters allowed are hyphen (-) and ampersand (&).
The trade name may not contain an ending such as 'LLC', 'LC', 'PLLC', 'PA', 'Corp', or 'Inc'.

Important

Legal name of Non-Profit/Tax-Exempt Organization *

SEE NOTE →

COUNCIL OR ASSEMBLY NAME: FOR EXAMPLE
FATHER MCGIVNEY COUNCIL 12345

Trade name/Doing business as (only if different from legal name)

SEE NOTE →

KNIGHTS OF COLUMBUS FOLLOWED BY YOUR
COUNCIL OR ASSEMBLY NUMBER WILL GO HERE:

County where Non-Profit/Tax-Exempt Organization is located *

FOR EXAMPLE:
KNIGHTS OF COLUMBUS COUNCIL 12345

State/Territory where Non-Profit/Tax-Exempt Organization is located *

Select One

Non-Profit/Tax-Exempt Organization start date *

Select Month - Year

Before continuing, please review the information above for typographical errors.

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**EIN Assistant**

Your Progress: 1. Identify 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

Tell us more about the Non-Profit/Tax-Exempt Organization.*** Required fields**

Does your business own a [highway motor vehicle](#) with a [taxable gross weight](#) of 55,000 pounds or more? *

Yes No

Does your business involve [gambling/wagering](#)? *

Yes No

Does your business need to file [Form 720](#) (Quarterly Federal [Excise Tax Return](#))? *

Yes No

Does your business sell or manufacture alcohol, tobacco, or firearms? *

Yes No

Do you have, or do you expect to have, any [employees who will receive Forms W-2](#) in the next 12 months? * (Forms W-2 require additional filings with the IRS.)

Yes No

Before continuing, please review the information above.

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Help Topics

[? What is Form 720?](#)

**EIN Assistant**

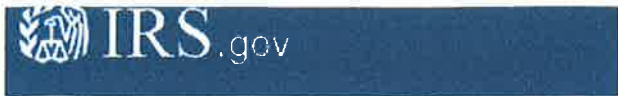
Your Progress: 1. Identify 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

What does your business or organization do?

Choose one category that best describes your business. Click the underlined links for additional examples for each category.

- [Accommodations](#)
Casino hotel, hotel, or motel.
- [Construction](#)
Building houses/residential structures, building industrial/commercial structures, specialty trade contractors, remodelers, heavy construction contractors, land subdivision contractors, or site preparation contractors.
- [Finance](#)
Banks, sales financing, credit card issuing, mortgage company/broker, securities broker, investment advice, or trust administration.
- [Food Service](#)
Retail fast food, restaurant, bar, coffee shop, catering, or mobile food service.
- [Health Care](#)
Doctor, mental health specialist, hospital, or outpatient care center.
- [Insurance](#)
Insurance company or broker.
- [Manufacturing](#)
Mechanical, physical, or chemical transformation of materials/substances/components into new products, including the assembly of components.
- [Real Estate](#)
Renting or leasing real estate, managing real estate, real estate agent/broker, selling, buying, or renting real estate for others.
- [Rental & Leasing](#)
Rent/lease automobiles, consumer goods, commercial goods, or industrial goods.
- [Retail](#)
Retail store, internet sales (exclusively), direct sales (catalogue, mail-order, door to door), auction house, or selling goods on auction sites.
- [Social Assistance](#)
Youth services, residential care facility, services for the disabled, or community food/housing/ relief services.
- [Transportation](#)
Air transportation, rail transportation, water transportation, trucking, passenger transportation, support activity for transportation, or delivery/courier service.
- [Warehousing](#)
Operating warehousing or storage facilities for general merchandise, refrigerated goods, or other warehouse products; establishments that provide facilities to store goods but do not sell the goods they handle
- [Wholesale](#)
Wholesale agent/broker, importer, exporter, manufacturers' representative, merchant, distributor, or jobber.

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You have chosen Other.

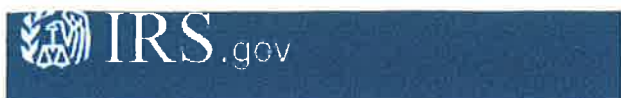
Please choose **one** of the following that best describes your primary business activity:

- Consulting
- Manufacturing
- Organization (such as religious, environmental, social or civic, athletic, etc.)
- Rental
- Repair
- Sell goods
- Service

Other – please specify your primary business activity: ←Type IN

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EIN Assistant

Your Progress: 1. Identity 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

How would you like to receive your EIN Confirmation Letter?

You have two options for receiving your confirmation letter. Please choose one below:

Receive letter online. This option requires [Adobe Reader](#).
You will be able to view, print, and save this letter immediately. It will not be mailed to you.



IF possible

Receive letter by mail. The IRS will send the letter to the mailing address you provided - allow up to 4 weeks for delivery.

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