

# Employer Identification Number (EIN) Step-By-Step Guide

1. Navigate to the [IRS Application for an Employer Identification Number \(EIN\) online](#) and review the information on the webpage

The screenshot shows the IRS website's 'Apply for an Employer Identification Number (EIN) online' page. The top navigation bar includes the IRS logo, 'Help', 'News', 'English', 'Charities & Nonprofits', and 'Tax Pros'. Below this is a secondary navigation bar with 'File', 'Pay', 'Refunds', 'Credits & Deductions', and 'Forms & Instructions'. A search bar is located on the right. The main heading is 'Apply for an Employer Identification Number (EIN) online'. Below the heading are language options: English, Español, 中文(简体), 中文(繁體), 한국어, Русский, Tiếng Việt, and Kreyòl ayisyen. On the left is a sidebar menu with categories: Individuals, Businesses and self-employed (selected), Business tax account, Small business and self-employed (with sub-items: Employer ID numbers, Business taxes, Reporting information returns, Self-employed, Starting a business, Operating a business, Closing a business, Industries and professions), Charities and nonprofits, International taxpayers, Governmental liaisons, Federal, state and local governments, Indian tribal governments, and Tax exempt bonds. The main content area features a 'Hours of operation' box (Monday to Friday, 7 a.m. to 10 p.m. Eastern Standard Time), 'Step 1: Determine your eligibility' (with bullet points about location, TIN, and responsible party), 'Step 2: Understand the online application' (with bullet points about session duration), and 'Step 3: Submit your application' (with a bullet point about receiving the EIN). A 'Related topics' section lists links to frequently asked questions, ID numbers, privacy statements, and businesses with employees. A video player titled 'Five Things to Know about the Employer Identification Number' is also present.

2. Click on the blue “Apply online now” button under Step 3 from the webpage

This screenshot shows the 'Step 3: Submit your application' section of the IRS website. The left sidebar menu is identical to the previous screenshot. The main content area features a heading 'Step 3: Submit your application' followed by a bullet point: 'After all validations are done you will get your EIN immediately upon completion. You can then download, save, and print your EIN confirmation notice.' Below this is a prominent blue button labeled 'Apply online now'. Underneath the button is a section titled 'Employer tax responsibilities explained (Publications 15, 15-A and 15B)' with a link to 'Publication 15' and a PDF icon. The text explains that Publication 15 provides information on employer tax responsibilities related to taxable wages, employment tax withholding, and which tax returns must be filed. It also mentions that more complex issues are discussed in Publication 15-A and that tax treatment of many employee benefits can be found in Publication 15. It recommends employers download these publications from IRS.gov and provides instructions on how to request them. Below this is an 'Important' section stating that the application cannot be processed online if the responsible party is an entity with an EIN previously obtained through the Internet. It advises using other methods to apply and provides a link to 'How to apply for an EIN'. The final section is 'Purpose of an Employer Identification Number', explaining that EINs are issued for tax administration and are not intended for participation in other activities like tax lien auctions or sales.

3. On the next page, review the information and click on the gray “Begin Application>>” button in the middle of the page

IRS.gov Help | Apply for New EIN | Exit

### 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 recommend 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 [reasonable 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.



4. Review the information listed. Most student organizations will select the last option: “View Additional Types, Including Tax-Exempt and Governmental Organizations.” Once you make your selection, click “Continue>>”

IRS.gov Help | Apply for New EIN | Exit

### 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.

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

<< Back Continue >>

[IRS Privacy Policy](#) | [Accessibility](#)



5. If you selected the last option on the previous page, you will advance to a new page where you click the different options for additional information. Most student organizations will select “Community or Volunteer Group.” Once you make your selection, click “Continue>>”



The screenshot shows the IRS EIN Assistant interface. At the top, there is the IRS logo and the text "IRS.gov". Below that, the "EIN Assistant" title is displayed. A progress bar indicates the current step is "5. EIN Confirmation". The main content area is titled "Additional Types" and contains a list of organization types with radio buttons next to them. The "Community or Volunteer Group" option is highlighted with an orange arrow. At the bottom, there are "Back" and "Continue >>" buttons. A "Help Topics" sidebar is visible on the right.

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

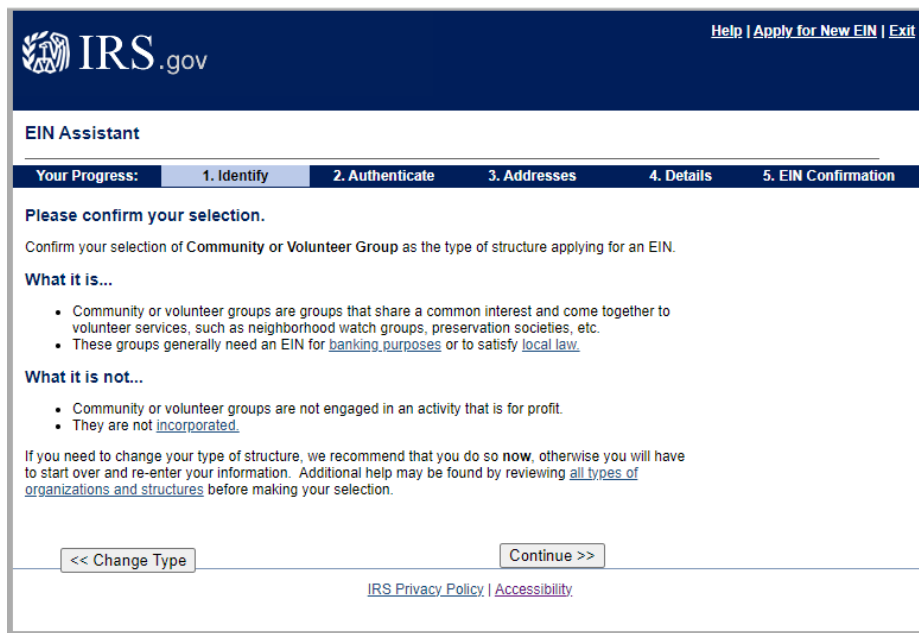
- [Bankruptcy Estate \(Individual\)](#)
- [Block/Tenant Association](#)
- [Church](#)
- [Church-Controlled Organization](#)
- [Community or Volunteer Group](#)
- [Employer/Fiscal Agent \(under IRC Sec 3504\)](#)
- [Employer Plan \(401K, Money Purchase Plan, etc.\)](#)
- [Farmers' Cooperative](#)
- [Government, Federal/Military](#)
- [Government, Indian Tribal Governments](#)
- [Government, State/Local](#)
- [Homeowners/Condo Association](#)
- [Household Employer](#)
- [IRA](#)
- [Memorial or Scholarship Fund](#)
- [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?](#)

[Back](#) [Continue >>](#)

[IRS Privacy Policy](#) | [Accessibility](#)

6. Confirm your selection by clicking “Continue>>” on the next page



The screenshot shows the IRS EIN Assistant interface at the confirmation step. The progress bar indicates the current step is "5. EIN Confirmation". The main content area is titled "Please confirm your selection." and contains text explaining the requirements for a Community or Volunteer Group. At the bottom, there are "Change Type" and "Continue >>" buttons. A "Help Topics" sidebar is visible on the right.

**Please confirm your selection.**  
Confirm your selection of **Community or Volunteer Group** as the type of structure applying for an EIN.

**What it is...**

- Community or volunteer groups are groups that share a common interest and come together to volunteer services, such as neighborhood watch groups, preservation societies, etc.
- These groups generally need an EIN for [banking purposes](#) or to satisfy [local law](#).

**What it is not...**

- Community or volunteer groups are not engaged in an activity that is for profit.
- They are not [incorporated](#).

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 >>](#)

[IRS Privacy Policy](#) | [Accessibility](#)

7. Now you will enter information about the Responsible Party for this EIN request. Usually, the responsible party would be the President or the Treasurer of the student organizations. Note\* The Responsible Party must have an SSN/ITIN to make this request for an EIN with the IRS. Once the top blanks are filled in, you will choose one of the options, usually the first option "I am a responsible and duly authorized officer or member of this organization." Then click "Continue>>"

The screenshot shows the IRS.gov EIN Assistant interface. At the top, there is a dark blue header with the IRS logo and the text "IRS.gov". Below the header, the page title is "EIN Assistant". A progress bar indicates the current step is "1. Identify" (checked), followed by "2. Authenticate", "3. Addresses", "4. Details", and "5. EIN Confirmation". The main content area is titled "Please tell us about the Responsible Party." and includes instructions: "This information is for identification purposes only." and "Required fields. Must match IRS records or this application cannot be processed. The only punctuation and special characters allowed are hyphen (-) and ampersand (&)." The form contains the following fields: "First name \*", "Middle name/initial", "Last name \*", "Suffix (Jr, Sr, etc.)" with a "Select One" dropdown, and "SSN/ITIN \*" with three input boxes separated by dashes. Below the form, there are two radio button options: "I am a responsible and duly authorized officer or member of this organization." and "I am a third party applying for an EIN on behalf of this organization." A "Continue >>" button is located at the bottom right of the form area. At the bottom of the page, there are links for "IRS Privacy Policy" and "Accessibility". Three orange arrows are overlaid on the image: two on the left pointing towards the form fields, and one on the right pointing towards the "Continue >>" button.

8. After this step, the website will ask you for information about addresses associated with the request. List an address where you want to receive official mail for the student organization, usually the personal address of an organization officer or advisor. The IRS will mail you a hard copy of your EIN, that is why they ask for an address. This is likely the only time they will contact you through the mail. The IRS may also ask for an email address.

- The address cannot be the Student Involvement, Fraternity & Sorority Life, Club Sports, or College of Osteopathic Medicine, as a university department cannot accept mail for a student organization.
- Make sure you use your organization's official name on record when you were approved. The use of SHSU, Sam Houston, or Sam Houston State University cannot be used within your organization's name on an EIN application.
- Screenshots cannot be provided for these final steps, but if you follow all the prompts and finish the process, you will be set.

9. After Addresses, you will move into Details, and then end with EIN Confirmation. Once you obtain your EIN, we **HIGHLY RECOMMEND** that you share it by emailing [getinvolved@shsu.edu](mailto:getinvolved@shsu.edu) so we may save a copy in your student organization file. Over the years we have had many officers come requesting a copy of the EIN and if we have it shared with us, we can provide it.
  
10. Congratulations! You now have an EIN and can use it to open a bank account of your choosing.

If you have any questions, please contact [getinvolved@shsu.edu](mailto:getinvolved@shsu.edu), call 936-294-3000, or stop by our office in LSC 326.