

HOW TO OBTAIN AN EIN ELECTRONICALLY

An Employer Identification Number (EIN) is a subordinate corporation's account number with the IRS. It is required regardless of whether the subordinate corporation has employees. You will need to include the organization's EIN on all correspondence to the IRS.

Once the organization is legally formed, apply for an EIN by completing Form SS-4, Application for Employer Identification Number or by submitting an online version as explained below.

Steps for obtaining EIN online:

1. Assemble information needed prior to starting the online application:
 - a. Duly authorized member or officer's Social Security Number
 - b. Address where the organization is physically located
 - c. Incorporation date of organization
 - d. Expected number of employees in the next twelve months and pay start date (if you expect over \$1,000 tax liability, you will have to file quarterly returns)
 - e. Phone number for the organization
2. Visit <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-%28EIN%29-Online>
3. Select "Apply Online Now"
4. Select "Begin Application"
5. Choose the legal structure of the organization: Select "View Additional Types..."



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 >>

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6. Select “Other Non-Profit/Tax Exempt Organization”

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EIN Assistant

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

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**

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

<< Back Continue >>

[IRS Privacy Policy](#)

7. Select the one reason that best describes why you are applying for an EIN: “Started a New Business”

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EIN Assistant

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

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.

Continue >>

[I do not see my reason for applying here. What should I choose?](#)

[What if more than one reason applies to me?](#)

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8. Select “Individual” as the responsible party

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EIN Assistant

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

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

<< Back Continue >>

9. Input the responsible individual’s name (must be a board member) and the SSN; Select “I am a responsible and duly authorized member or officer...”

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EIN Assistant

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

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 *

Middle name/initial

Last name *

Suffix (Jr, Sr, etc.) Select One

SSN/TIN * - -

Choose One: *

I am a responsible and duly authorized member or officer having knowledge of this organization's affairs.

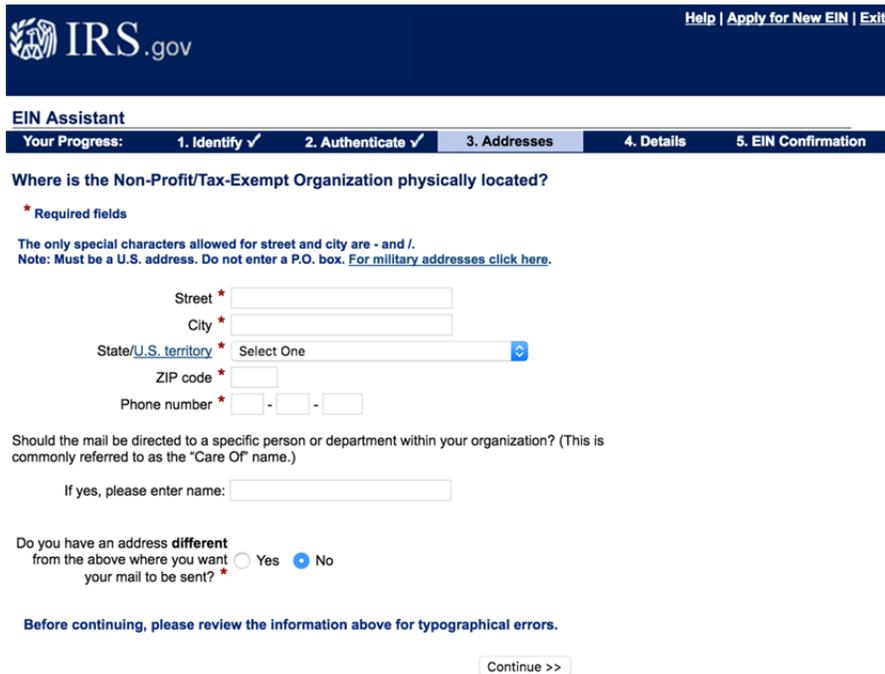
I am a third party applying for an EIN on behalf of this organization.

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

<< Back Continue >>

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10. Enter the physical address and phone number of the organization;
 - a. PLEASE NOTE: You will not be allowed to use special characters in the address lines- omit any commas or periods
 - b. PLEASE NOTE: The address will be authenticated, and you will be given the option to choose the database version



IRS.gov [Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

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

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 *

City *

State/U.S. territory * Select One

ZIP code *

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.)

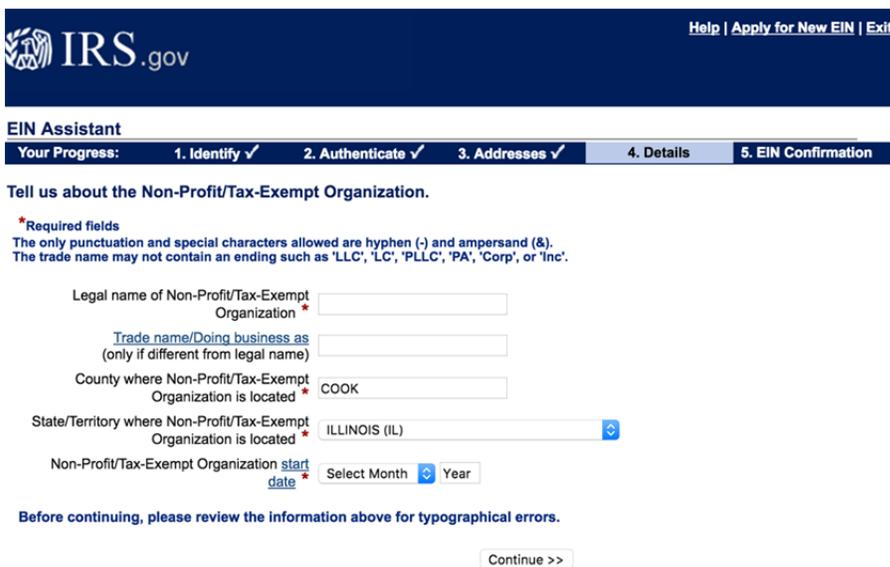
If yes, please enter name:

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.

[Continue >>](#)

11. Enter the legal name, county, state, and start date of the organization



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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'.

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

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

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

State/Territory where Non-Profit/Tax-Exempt Organization is located * ILLINOIS (IL)

Non-Profit/Tax-Exempt Organization [start date](#) * Select Month Year

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

[Continue >>](#)

12. If your organization DOES NOT have or expect to have employees, select “No” for each of the questions on this screen. Skip to #15.

IRS.gov Help | Apply for New EIN | Exit

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.

Continue >>

Help Topics
What is Form 720?

[IRS Privacy Policy](#)

13. If your organization DOES have or expect to have paid employees very soon, select “Yes” for the final question. Beware, however, that the state Department of Revenue will likely receive this information and expect employment tax filings soon.)

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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.

Continue >>

Help Topics
What is Form 720?

14. If you selected “Yes” regarding employees, there are additional questions:

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EIN Assistant

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

Describe your employees.

* Required fields

What is the first date wages or annuities were or will be paid? * Select Month Year

Note: If applicant is a withholding agent, enter the date income will first be paid to a nonresident alien.

What is the highest number of employees expected in the next 12 months? *

Number of agricultural employees 0

Number of other employees 0

Note: Total number of employees must be at least 1.

Do you expect your employment tax liability to be \$1,000 or less in a full calendar year? (January-December)? *

Yes No

Note: By selecting "yes", you are electing to file an annual employment tax return, [Form 944](#). If you prefer to file a quarterly return, [Form 941](#), select "no".

<< Back Continue >>

Help Topics

- What if I am not sure how many employees I will have?
- How do I know if my employment tax liability will be \$1000 or less?

15. Select “Other” for the type of business

IRS.gov Help | Apply for New EIN | Exit

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.
- Other

<< Back Continue >>

IRS Privacy Policy

16. Select “Other” again and type “Charitable.”

The screenshot shows the IRS EIN Assistant interface. At the top, the IRS logo and ".gov" are on the left, and "Help | Apply for New EIN | Exit" is on the right. Below this is a progress bar with five steps: 1. Identify ✓, 2. Authenticate ✓, 3. Addresses ✓, 4. Details, and 5. EIN Confirmation. The main heading is "EIN Assistant" and the sub-heading is "You have chosen Other." Below this, it says "Please choose one of the following that best describes your primary business activity:" followed by a list of radio button options: Consulting, Manufacturing, Organization (such as religious, environmental, social or civic, athletic, etc.), Rental, Repair, Sell goods, Service, and Other – please specify your primary business activity: Charitable and Religious. At the bottom, there are "<< Back" and "Continue >>" buttons, and a link to "IRS Privacy Policy" at the very bottom.

17. Select “Receive letter online” to receive a PDF version immediately

The screenshot shows the IRS EIN Assistant interface. At the top, the IRS logo and ".gov" are on the left, and "Help | Apply for New EIN | Exit" is on the right. Below this is a progress bar with five steps: 1. Identify ✓, 2. Authenticate ✓, 3. Addresses ✓, 4. Details ✓, and 5. EIN Confirmation. The main heading is "EIN Assistant" and the sub-heading is "How would you like to receive your EIN Confirmation Letter?" Below this, it says "You have two options for receiving your confirmation letter. Please choose one below:" followed by two radio button options. The first option is "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." The second option is "Receive letter by mail. The IRS will send the letter to the mailing address you provided - allow up to 4 weeks for delivery." An orange arrow points to the "Receive letter online" option. At the bottom, there are "Continue >>" and "IRS Privacy Policy" buttons.

18. Review your information and select “Submit.” You will be able to immediately download a PDF copy of your IRS EIN letter by selecting “CLICK HERE for your EIN Confirmation Letter”

The screenshot shows the IRS EIN Assistant interface. At the top, there is a dark blue header with the IRS logo and the text "IRS.gov". To the right of the logo are links for "Help", "Apply for New EIN", and "Exit". Below the header is a section titled "EIN Assistant" with a progress bar showing five steps: "1. Identity", "2. Authenticate", "3. Addresses", "4. Details", and "5. EIN Confirmation". The "5. EIN Confirmation" step is highlighted. The main content area displays a congratulatory message: "Congratulations! Your EIN has been successfully assigned." Below this, there are two fields: "EIN Assigned:" and "Legal Name:", both containing redacted information. An "IMPORTANT:" section follows, instructing users to "Save and/or print this page and the confirmation letter below for your permanent records." It states that the confirmation letter is the official IRS notice. A red arrow points to a link that says "CLICK HERE for Your EIN Confirmation Letter" with a sub-link "Help with saving and printing your letter". At the bottom of the main content area is a "Continue >>" button. On the right side, there is a "Help Topics" sidebar with two questions: "What if I do not have access to a printer at this time?" and "Can I access this letter at a later date?". At the very bottom of the page is a link for "IRS Privacy Policy".