

Instructions for Obtaining an EIN (Employee Identification Number)

If you do not have an EIN, you will need to apply for one on the IRS Web site. The online process only takes a few minutes. To apply, you will need to go the [IRS website](#). At the conclusion of the process you will be issued an EIN. It will take approximately two weeks before the number will be activated in the IRS system so that you can file your 990-N.

The screenshot shows the IRS website's "Internal Revenue Service" header with navigation links for Home, Change Text Size, Contact IRS, About IRS, Site Map, Español, and Help. A search bar is present on the right. Below the header is a navigation menu with tabs for Individuals, Businesses, Charities & Non-Profits, Government Entities, Tax Professionals, Retirement Plans Community, and Tax Exempt Bond Community. The main content area is titled "Apply for an Employer Identification Number (EIN) Online" and includes sections for "Check Out Our Interview-style Application", "Important information for Sole Proprietors", "Important Information for Home-care Service Recipients", "Attention Tax Exempt/Non Profit Organizations", and "This Application Is Available During the Following Hours:". A prominent "APPLY ONLINE NOW" button is located at the bottom of the main content area. A left sidebar contains "Small Business/Self-Employed" and "IRS Resources" sections with various links. The footer includes accessibility and privacy information.

Internal Revenue Service
United States Department of the Treasury

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SEARCH

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Individuals | Businesses | Charities & Non-Profits | Government Entities | Tax Professionals | Retirement Plans Community | Tax Exempt Bond Community

Corporations | International Businesses | Partnerships | Small Business/Self-Employed

Apply for an Employer Identification Number (EIN) Online

Check Out Our Interview-style Application

No need to file a Form SS-4. We ask you the questions and you give us the answers. After all validations are done you will get your EIN immediately upon completion. You can then download, save, and print your EIN confirmation notice.

This EIN is your permanent number and can be used immediately for most of your business needs, including opening a bank account, applying for business licenses, and filing a tax return by mail. However, no matter how you apply (phone, fax, mail, or online), it will take up to two weeks before your EIN becomes part of the IRS' permanent records. You must wait until this occurs before you can file an electronic return, make an electronic payment, or pass an IRS Taxpayer Identification Number matching program.

Important information for Sole Proprietors

A sole proprietor can have only one EIN, regardless of the number or types of businesses you operate. If you were previously assigned an EIN as a sole proprietor, you must continue to use that number. If you were previously assigned an EIN as a Household Employer, you should use that number for your sole proprietor needs as well. If you are unable to locate your sole proprietor EIN, follow the instructions located [here](#). If you need to update your business address information, complete [Form 8822](#) (PDF) and mail it to us.

Important Information for Home-care Service Recipients

If you are a home-care service recipient who has a previously assigned EIN either as a sole proprietor or as a household employer, do not apply for a new EIN. Use the EIN previously provided. If you can not locate your EIN for any reason, follow the instructions on the [Misplaced Your EIN?](#) Web page.

If you are a home-care service recipient who does not have an EIN, do not use the online application to apply for one. You must apply for your EIN using one of the other methods (phone, fax or mail). For additional information, visit the [How to Apply for an EIN](#) Web page.

Attention Tax Exempt/Non Profit Organizations

At the beginning of the online EIN application process, you will be asked to check a box that best describes your legal structure. The legal structure for all Tax Exempt/Non Profit Organizations is found under the 7th option, "View Additional Types, Including Tax Exempt and Governmental Agencies." Non-profit organizations include corporations, trusts, limited liability companies, and unincorporated associations that qualify for tax-exempt status under Internal Revenue Code (IRC) 501 (a) as described in [Publication 557, Tax-Exempt Status for Your Organization](#) (PDF).

This Application Is Available During the Following Hours:

Monday - Friday: 6:00 a.m. to 12:30 a.m. Eastern time
Saturday: 6:00 a.m. to 9:00 p.m. Eastern time
Sunday: 7:00 p.m. to 12:00 a.m. Eastern time

[APPLY ONLINE NOW](#)

References/Related Topic

- [Privacy Act Statement and Paperwork Reduction Act Notice](#)
- [Frequently Asked Questions](#)
- [System Requirements](#)
- [State and Federal Online Business Registration](#)
- [Employer ID Numbers \(EIN\)](#)

Page Last Reviewed or Updated: June 23, 2009

Accessibility | Freedom of Information Act | Important Links | IRS Privacy Policy | USA.gov | U.S. Treasury

Click on "Apply Online Now" towards the bottom of the page.



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

- 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 215-516-6999 (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.

[IRS Privacy Policy](#)

Click on "Begin Application"



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?](#)

Select "View Additional Types, Including Tax-Exempt and Governmental Organizations"

Click "Continue"

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](#)

Help Topics

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

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Select "Other Non-Profit/Tax-Exempt Organizations" (Note: Our CTAs operate as 501(c)(6) Professional Association.)

Click "Continue"



EIN Assistant

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1. Identify

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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?](#)

Click "Continue"



EIN Assistant

Your Progress:

1. Identify

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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 >>](#)

Help Topics

[? 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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Select "Banking purpose"

Click "Continue"



EIN Assistant

Your Progress:

1. Identify ✓

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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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Select "Individual"

Click "Continue"



EIN Assistant

Your Progress:

1. Identify ✓

2. Authenticate

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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" value="Gail"/>
Middle name/initial	<input type="text" value="Willis"/>
Last name *	<input type="text" value="McCray"/>
Suffix (Jr, Sr, etc.)	<input type="text" value="Select One"/>
SSN/TIN *	<input type="text" value="111"/> - <input type="text" value="11"/> - <input type="text" value="1111"/>

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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Enter information, preferably an officer of the CTA.

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

Click on "Continue"



EIN Assistant

Your Progress:

1. Identify ✓

2. Authenticate ✓

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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 *

City *

State/U.S. territory *

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.

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Enter information. If acceptable to receive mail at your school district you may wish to enter that address and complete the last section to have the mail directed to: "CTA President".

Click "Continue"

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 *

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

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

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

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Enter information. Your legal name should match the name on your CTA Bylaws or Constitution. Enter the month and year that you are making the application. Ex: if you are applying for the EIN in November 2010, please enter November 2010.

Click "Continue"



EIN Assistant

Your Progress:

1. Identify ✓

2. Authenticate ✓

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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](#)

Choose "No" for all questions.

Click "Continue"



EIN Assistant

Your Progress:

1. Identify ✓

2. Authenticate ✓

3. Addresses ✓

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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

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Choose "Other"

Click "Continue"



EIN Assistant

Your Progress:

1. Identify ✓

2. Authenticate ✓

3. Addresses ✓

4. Details

5. EIN Confirmation

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:

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Choose "Organization"

Click "Continue"



EIN Assistant

Your Progress:

1. Identify ✓

2. Authenticate ✓

3. Addresses ✓

4. Details

5. EIN Confirmation

You have chosen Other: Organization.

What is the primary activity of your organization?

- Athletic – please specify:
- Conservation – please specify:
- Environmental – please specify:
- Fundraising – please specify:
- Homeowners association
- Religious – please specify:
- Social or civic – please specify:
- Other – please specify:

[Continue >>](#)

Choose "Other"

Enter "business league"

Click "Continue"

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



Continue >>

Choose method you prefer.

Click "Continue"



EIN Assistant

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

Summary of your information

Please review the information you are about to submit. If any of the information below is incorrect, you will need to [start a new application](#).

Click the "Submit" button at the bottom of the page to receive your EIN.

Organization Type: Non-Profit/Tax-Exempt Organization

Non-Profit/Tax-Exempt Organization Information

Legal name: ANY TOWN CTA
County: BOONE
State/Territory: MO
Start date: AUGUST 2008

Addresses

Physical Location: 407 SOUTH SIXTH STREET
COLUMBIA MO 65201
Phone Number: 573-442-3127

Responsible Party

Name: GAIL WILLIS MCCRAY
SSN/ITIN: XXX-XX-4252

Principal Business Activity

What your business/organization does: ORGANIZATION
Principal products/services: BUSINESS LEAGUE

Additional Non-Profit/Tax-Exempt Organization Information

Owns a 55,000 pounds or greater highway motor vehicle: NO
Involves gambling/wagering: NO
Involves alcohol, tobacco or firearms: NO
Files Form 720 (Quarterly Federal Excise Tax Return): NO
Has employees who receive Forms W-2: NO
Reason for Applying: BANKING PURPOSES

We strongly recommend you print this summary page for your records as this will be your only copy of the application. You will not be able to return to this page after you click the "Submit" button.

Click "Submit" to send your request and receive your EIN.

Submit

Once you submit, please wait while your application is being processed. It can take up to two minutes for your application to be processed.

Review your information. If any information is incorrect you will have to start a new application.

Click "Submit"



EIN Assistant

Your Progress:

1. Identify ✓

2. Authenticate ✓

3. Addresses ✓

4. Details ✓

5. EIN Confirmation

Additional Information about your EIN

We suggest you print this page for your records.

When Can You Use Your EIN?

This EIN is your permanent number and can be used immediately for most of your business needs, including:

- Opening a bank account
- Applying for business licenses
- Filing a tax return by mail.

However, it will take up to two weeks before your EIN becomes part of the IRS's permanent records. You must wait until this occurs before you can:

- File an electronic return
- Make an electronic payment
- Pass an IRS Taxpayer Identification Number (TIN) matching program.

Next Steps

You can download IRS forms, publications, and tax returns at <http://www.irs.gov/formspubs>

Corrections?

If you need to make changes to your organization's information, you must do so in writing and mail the information to the address provided at <http://www.irs.gov/file/article/0,,id=111138,00.html>.

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Read.

Click "Continue"



EIN Assistant

Thank you for using the online EIN Assistant.

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You are done!