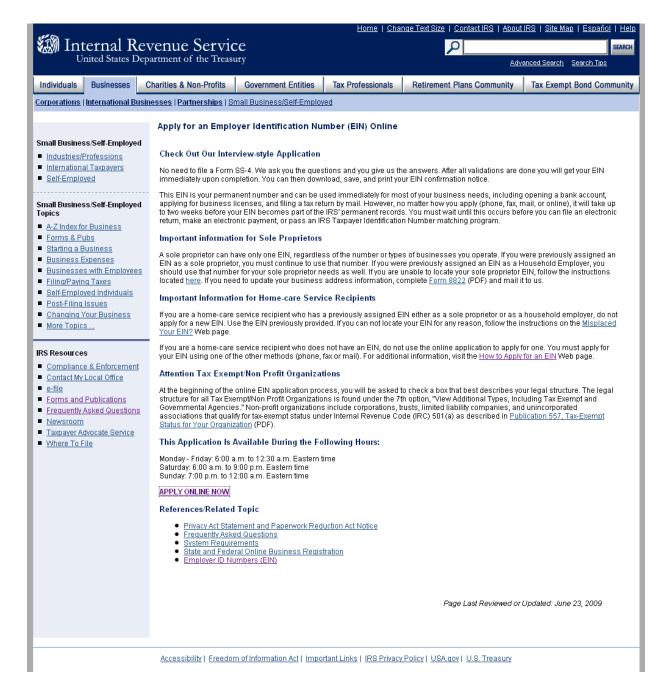
Instructions for Obtaining an EIN (Employee Identification Number)

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 <u>IRS website</u>. 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.



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). <u>Do I need an EIN?</u> <u>Do I need a new EIN?</u>

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 <u>Adobe Reader</u> before beginning the
 application if it is not already installed.

Restrictions

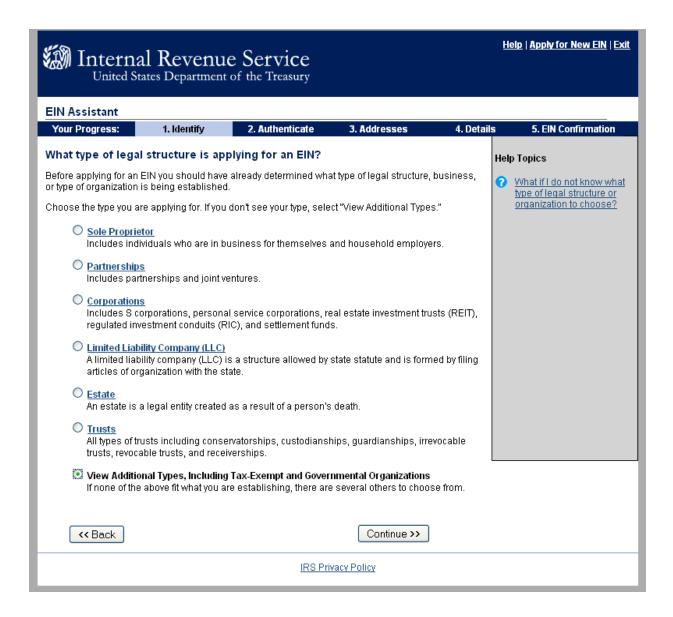
- If a third party designee (TPD) is completing the online application on behalf of the taxpayer, the taxpayer must authorize the third party to apply for and receive the EIN on his or her behalf.
- The business location must be within the United States or U.S. territories.
- Foreign filers without an 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 >>

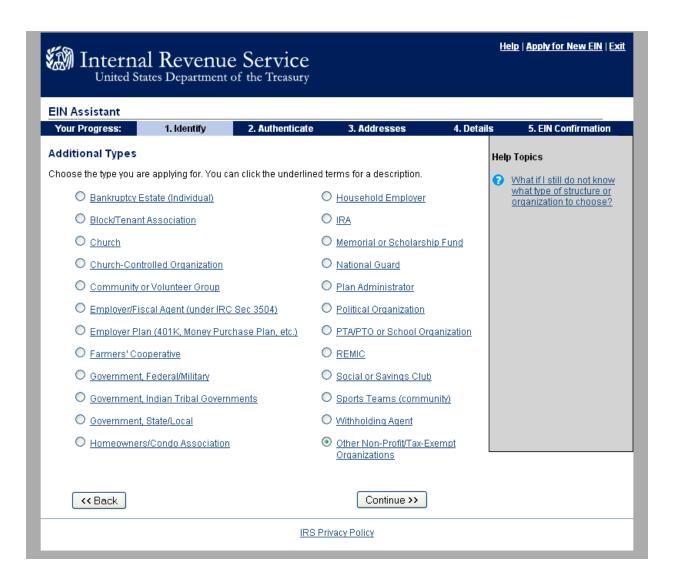
If you are not comfortable sending information via the Internet, download the <u>Form SS-4</u> PDF file and the instructions for alternative ways of applying.

IRS Privacy Policy

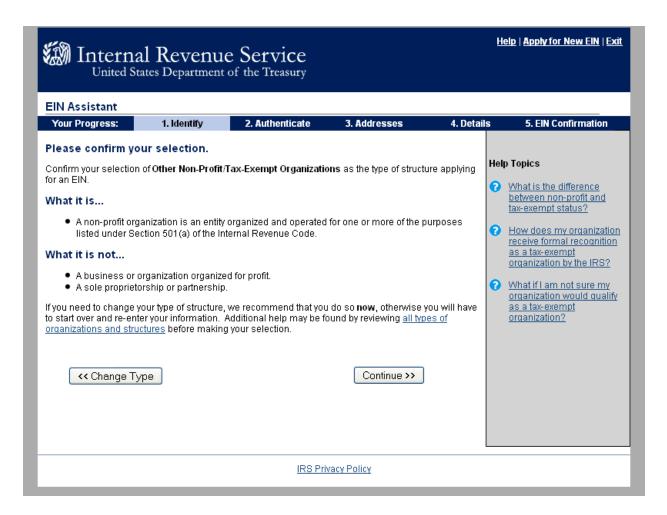
Click on "Begin Application"

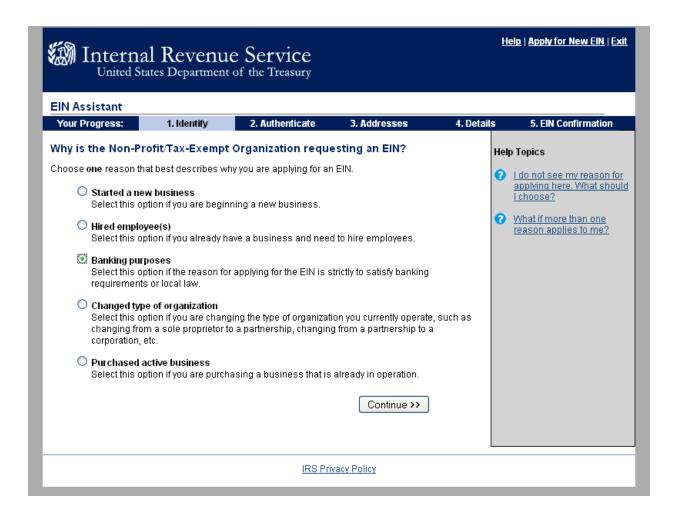


Select "View Additional Types, Including Tax-Exempt and Governmental Organizations"



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

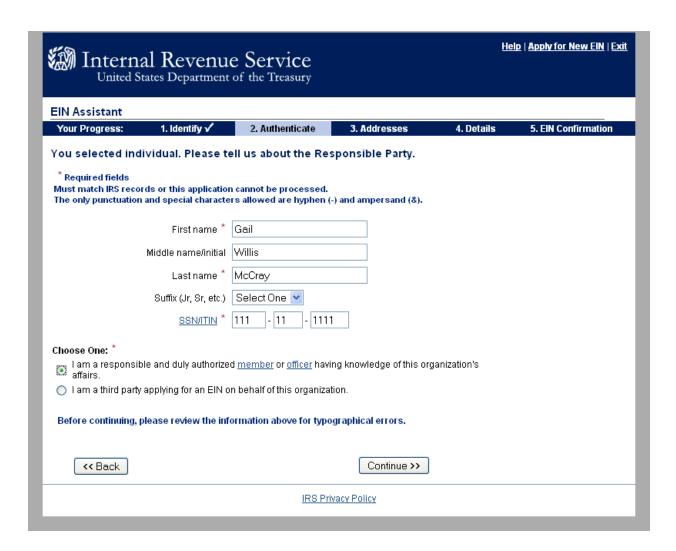




Select "Banking purpose"



Select "Individual"



Enter information, preferably an officer of the CTA.

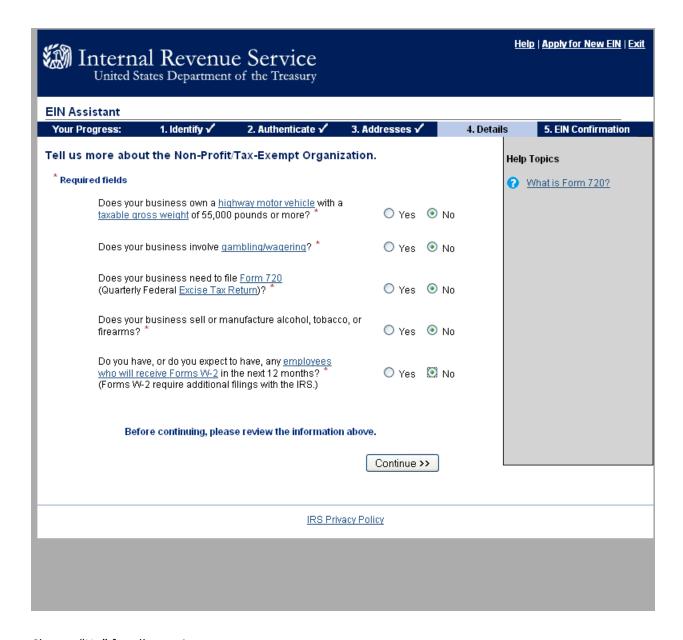
Select "I am a responsible and duly authorized member of officer having knowledge of this organization's affairs."

Mill Interna	l Revenu	e Service		He	elp Apply for New EIN Exit
		of the Treasury			
EIN Assistant					
Your Progress:	1. Identify 🗸	2. Authenticate 🗸	3. Addresses	4. Details	5. EIN Confirmation
Where is the Non-	Profit/Tax-Exen	pt Organization phy	sically located?		
* Required fields					
		treet and city are - and /. r a P.O. box. <u>For military a</u>	ddresses click here.		
	Street * 407 So	uth Sixth Street			
	City * Columb	oia.			
State/ <u>U.S.</u>	territory * MISSC	IURI (MO)	~		
Z	ZIP code * 65201				
Phone	number * 573	- 442 - 3127			
Should the mail be dire commonly referred to as		erson or department withine.)	n your organization? (1	his is	
lf yes, please ei	nter name:				
Do you have an addres from the above wher your mail to	re you want 🔘 Ye:	s • No			
Before continuing, please review the information above for typographical errors.					
			Continue >>		
		<u>IRS Priv</u>	acy Policy		

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".

	al Revenu			Н	elp Apply for New EIN Exit
United S	tates Department	of the Treasury			
EIN Assistant Your Progress:	1. Identify √	2. Authenticate √	3. Addresses √	4. Details	5. EIN Confirmation
Tell us about the	Non-Profit/Tax-E	xempt Organization	1.		
		rs allowed are hyphen (g such as 'LLC', 'LC', 'PL			
Legal name	of Non-Profit/Tax-Exe Organizatio				
	<u>name/Doing busines:</u> different from legal na				
	re Non-Profit/Tax-Exe Organization is locate				
	re Non-Profit/Tax-Exe Organization is locate			~	
Non-Profit/Tax-I	Exempt Organization <u>da</u>	· · · AUGUST N	2008		
Before continuing, p	olease review the inf	ormation above for typo	graphical errors.		
			Continue >>		
		<u>IRS Pri</u>	vacy Policy		

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.



Choose "No" for all questions.

EIN Assistant

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

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.

Building houses/residential structures, building industrial/commercial structures, specialty trade contractors, remodelers, heavy construction contractors, land subdivision contractors, or site preparation contractors.

Banks, sales financing, credit card issuing, mortgage company/broker, securities broker, investment advice, or trust administration.

O Food Service

Retail fast food, restaurant, bar, coffee shop, catering, or mobile food service

<u>Health Care</u> Doctor, mental health specialist, hospital, or outpatient care center.

O Insurance

Insurance company or broker.

Manufacturing

Mechanical, physical, or chemical transformation of materials/substances/components into new products, including the assembly of components.

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 store, internet sales (exclusively), direct sales (catalogue, mail-order, door to door), auction house, or selling goods on auction sites.

O 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.

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

Choose "Other"

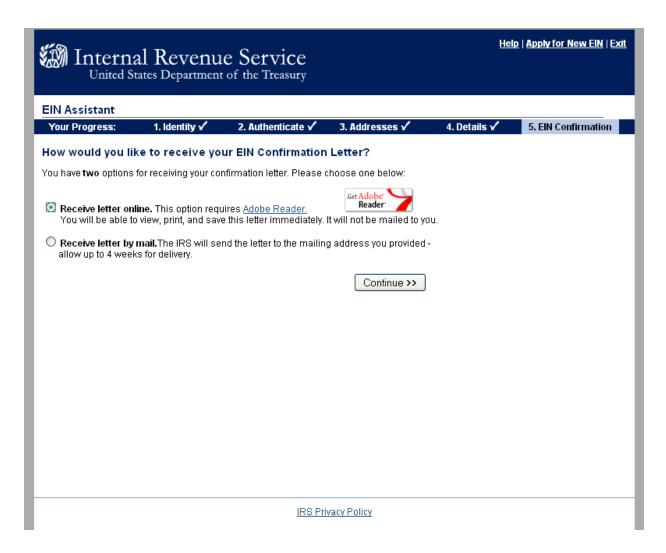
Interna United Sta	l Revenue	e Service of the Treasury		<u>H</u> .	elp Apply for New EIN Exit
EIN Assistant					
Your Progress:	1. Identify 🗸	2. Authenticate 🗸	3. Addresses ✓	4. Details	5. EIN Confirmation
You have chosen	Other.				
Please choose one of t	he following that bes	t describes your primar	y business activity:		
O Consulting					
O Manufacturing	g				
Organization	(such as religious, e	nvironmental, social or	civic, athletic, etc.)		
O Rental					
O Repair					
O Sell goods					
O Service					
Other – pleas	e specify your prima	ry business activity:			
<< Back			Continue >>		
W Back			Continue		
IRS Privacy Policy					

Choose "Organization"

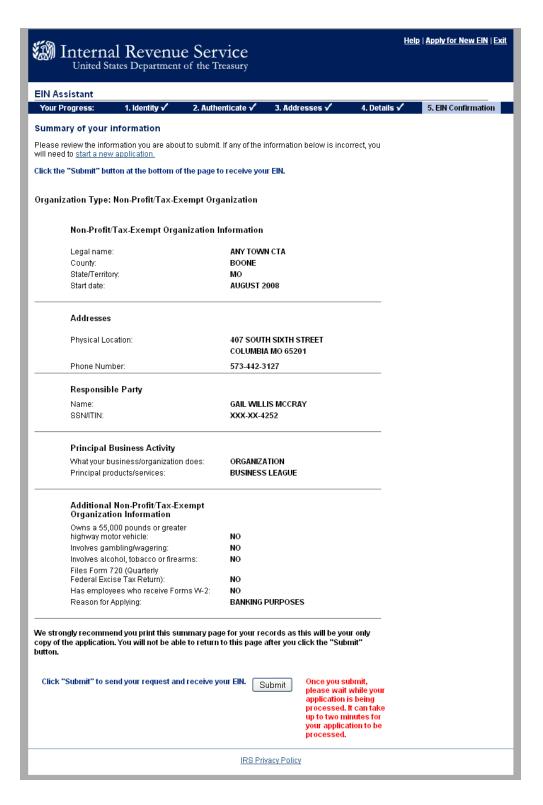
	al Revenu ates Department			Н	elp Apply for New EIN Exit
EIN Assistant					
Your Progress:	1. Identify 🗸	2. Authenticate 🗸	3. Addresses 🗸	4. Details	5. EIN Confirmation
EnvironmentFundraisingHomeownerReligious – 	tivity of your organizatese specify: n — please specify: al — please specify: please specify: s association please specify: c — please specify:		Continue >>		
		<u>IRS Pri</u>	vacy Policy		

Choose "Other"

Enter "business league"

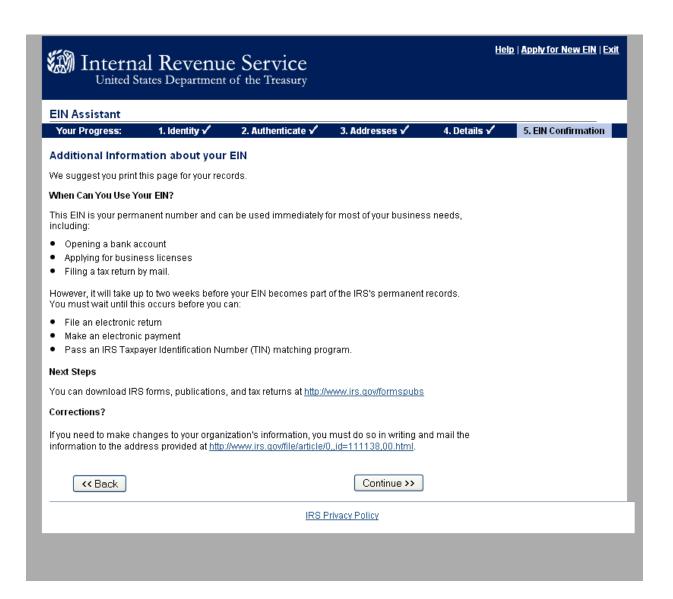


Choose method you prefer.



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

Click "Submit"



Read.

Internal Revenue Service United States Department of the Treasury	<u>Help Apply for New EIN</u> <u>Exit</u>
EIN Assistant	
Thank you for using the online EIN Assistant.	
IRS Privacy Policy	

You are done!