



Steps to Completing your EIN Application Online

1. Click on the [on-line EIN application](#) link to get to the IRS page then click on on-line EIN application on that page.
2. Click on the “Apply Online Now” button

The screenshot shows the IRS website interface for applying for an Employer Identification Number (EIN) online. At the top, there is a navigation bar with links for Subscriptions, Language, and Information. A search bar is also present. Below the navigation bar, there are several menu items: Filing, Payments, Refunds, Credits & Deductions, News & Events, Forms & Pubs, Help & Resources, and for Tax Pros. The main content area is titled "Apply for an Employer Identification Number (EIN) Online" and includes a "Español" link. A box indicates the "Hours of operation: Monday through Friday 7 a.m. to 10 p.m. Eastern Time". The page is divided into three numbered steps:

- 1 Determine Your Eligibility...**
 - You may apply for an EIN online if your principal business is located in the United States or U.S. Territories.
 - The person applying online must have a valid Taxpayer Identification Number (SSN, ITIN, EIN).
 - You are limited to one EIN per [responsible party](#) per day.
- 2 Understand the Online Application...**
 - You must complete this application in one session, as you will not be able to save and return at a later time.
 - Your session will expire after 15 minutes of inactivity, and you will need to start over.
- 3 Submit Your Application...**
 - After all validations are done you will get your EIN immediately upon completion. You can then download, save, and print your EIN confirmation notice.

At the bottom of the third step, there is a blue button labeled "Apply Online Now" with a right-pointing arrow, which is circled in red.

3. An information message box will pop up as shown below. Click ok to close it, then begin application

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?](#)

About the EIN Assistant

- You must complete this...
- For security purposes, y...
- You will receive your EIN...
- If you wish to receive yo...

Restrictions

- Effective May 21, 2012,...
- If a [third party designee](#)...
- The business location m...
- Foreign filers without an...
- 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).

Message from webpage

THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY!
Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. 7213A and 26 U.S.C. 7431).

OK

Begin Application >>

[IRS Privacy Policy](#)

Information on any topic, words, or view Help of the screen. Make allowed from this site.

before beginning the

will limit Employer requests for EINs whether

st [authorize the third party](#)

in EIN.

Please call us at 267

Click ok to close

Then click this button

4. Choose "View Additional Types, Including Tax-Exempt and Governmental Organizations" from the legal structure list.

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](#)

Choose this option

Click continue

5. Choose "Community or Volunteer Group" from the list, then 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](#)

Choose this option



Help Topics

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

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Continue >>

Then click this button



6. Then click continue again to confirm your selection.

The screenshot shows the IRS.gov EIN Assistant interface. At the top left is the IRS logo and 'IRS.gov'. At the top right are links for 'Help', 'Apply for New EIN', and 'Exit'. Below this is a progress bar with five steps: 'Your Progress:', '1. Identify', '2. Authenticate', '3. Addresses', '4. Details', and '5. EIN Confirmation'. The '1. Identify' step is highlighted. The main content area contains the heading 'Please confirm your selection.' followed by the instruction: 'Confirm your selection of **Community or Volunteer Group** as the type of structure applying for an EIN.' Below this are two sections: 'What it is...' and 'What it is not...'. 'What it is...' lists two bullet points: '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.' and 'These groups generally need an EIN for [banking purposes](#) or to satisfy [local law](#).' 'What it is not...' lists two bullet points: 'Community or volunteer groups are not engaged in an activity that is for profit.' and 'They are not [incorporated](#).' A paragraph follows: '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.' At the bottom, there are two buttons: '<< Change Type' and 'Continue >>'. A blue arrow points from a box labeled 'Click this button' to the 'Continue >>' button. At the very bottom center is a link for 'IRS Privacy Policy'.

IRS.gov

Help | Apply for New EIN | Exit

EIN Assistant

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

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 >>

Click this button

[IRS Privacy Policy](#)

7. The responsible party must be identified. This person can be an officer or a member of the group or a third party applying for the EIN on behalf of the group.

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

EIN Assistant

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

Please tell us about the Responsible Party.

This information is for identification purposes only.

*** 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.)

[SSN/ITIN](#) * - -

Choose One: *

I am a responsible and duly authorized [officer](#) or [member](#) of this organization.

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

All fields with a * are required. The IRS will check the SSN to ensure it is valid so this information must be correct for the responsible party.

The responsible party must specify whether or not he/she is an officer/member of the group or a third party.

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

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8. Enter the Street address for the group.

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

EIN Assistant

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

Where is the Responsible Party 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 * - -

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.

Enter the physical address of the responsible party whose information was entered in the previous section.

You can also choose to have a different mailing address from that of the responsible party.

[IRS Privacy Policy](#)

9. Enter details about your group

The screenshot shows the IRS EIN Assistant interface. At the top, the IRS logo and 'IRS.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 (checked), 2. Authenticate (checked), 3. Addresses (checked), 4. Details (active), and 5. EIN Confirmation. The main heading is 'Tell us about the Community or Volunteer Group.' Below this, there are instructions for required fields and a list of fields: 'Legal name of Community or Volunteer Group *', 'Trade name/Doing business as (only if different from legal name)', 'County where Community or Volunteer Group is located *', 'State/Territory where Community or Volunteer Group is located *', and 'Date business started or acquired *'. A 'Continue >>' button is at the bottom. Five callout boxes provide additional information: one about naming conventions, one about auto-filling the state, one about the date field, one about the 'Continue' button, and one about the IRS Privacy Policy link.

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 about the Community or Volunteer Group.

***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 Community or Volunteer Group *

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

County where Community or Volunteer Group is located *

State/Territory where Community or Volunteer Group is located *

Date business started or acquired *

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

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Follow the naming convention:
"Group # ____ of Amnesty International"

This will auto-fill from the address entered in the previous section.

The Month and year of the application

Click to open the EIN Confirmation section.

10. You may request either to receive a PDF online version of your EIN confirmation letter OR to receive your EIN confirmation letter by mail. Send a copy of the EIN confirmation to AIUSA. After you have been issued

an EIN, you “may” receive an employee wages reporting forms from the IRS. While at first glance the number and initial supply of these forms mailed out by the IRS may appear daunting, you may report “no employees,” and check the box which reads “this is my final report.”