

How to Apply for an Employee Identification Number/Tax ID

A member of the RSO will need to provide personal information to apply for Employee Identification (EIN), also known as a Tax ID #. This personal information can be updated through the IRS when leadership transitions.

Instructions

1. Visit the IRS webpage [Apply for an Employer Identification Number](#) (EIN)
2. Read through the EIN information.
3. Scroll down the page and select “APPLY ONLINE NOW” link.
4. Read through the pop up box and then select “OK”.
5. Read through the information and then select “BEGIN APPLICATION”
6. Page 1 of Application: “What type of legal structure is applying for an EIN?”
 - Choose the following option: “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.”
 - Select “CONTINUE”
7. Page 2 of Application: “Additional Types”
 - Choose the following option: “Other Non-Profit/Tax-Exempt Organizations”
 - Select “CONTINUE”
8. Confirm your selection by selecting “CONTINUE”
9. Page 3 of Application: “Why is the Non-Profit/Tax-Exempt Organization requesting an EIN?”
 - Choose the following option: “Banking purposes”
 - Select “CONTINUE”
10. Page 4 of Application: “Who is the Responsible Party for the Non-Profit/Tax Exempt Organization?”
 - Choose the following option: “Individual”
 - Select “CONTINUE”

The next 4 steps will ask for your personal information. Fill out the requested information and complete your application. A confirmation page should appear after you finish the application.