

Applying for an Internal Revenue Service (IRS) Employer Identification Number (EIN)

The IRS continues to simplify the process for obtaining an EIN number. Gone are the days of mailing a hard copy (unless you want too) that slows down the process. You can easily receive your EIN number the same day by applying online. Here are some suggestions to follow when obtaining your number.

1. Begin on the IRS website: [Apply for an Employer Identification Number \(EIN\) online | Internal Revenue Service \(irs.gov\)](#) Obtaining an EIN number is free. Avoid sites that may want to charge a fee for 'processing' the application.
2. Read the first page and make sure you have the necessary answers to the questions before you begin. The page will time out after 15 minutes of inactivity and you can not save the application and return. You will have to start over; however, it is a short process.
 - a. Name and address of the fraternity applying.
 - b. Minister's name, address and social security number. (GC 51 (2c). This is needed to prevent fraudulent applications and also should the need arise for the IRS to contact someone from the Fraternity, they have a name and address. Since our councils potentially change every 3 years, this information can be updated with the IRS. If this is not done, definitely file an update when the person applying for the EIN number is deceased. Keeping a permanent copy of the application or notes you have to complete the application will ensure this information is always available. Attach this to the letter assigning your number.
3. On the online application screens:
 - a. *Important Information Before You Begin:* Read then select **Begin Application**
 - b. *What type of legal structure is applying for an EIN?:* Select **View additional types**, then select Continue
 - c. *Additional Types:* Select **Church-controlled organization** , then select Continue
 - d. *Please Confirm Your Selection:* Select Continue
 - e. *Why is Church Controlled-Organization requesting an EIN?* select **Banking purposes**, Select Continue
 - f. *Please tell us about the Responsible Party:* Enter **Ministers information** and select "I am a duly authorized [member](#), [officer](#), or employee of the organization or government entity." Then select Continue
 - g. *Where is the Church-Controlled Organization physically located?* Enter the mailing address of the fraternity if it is different than the Minister's address. Select Continue.
 - h. *Verify your Physical Location:* The address will be verified with the IRS database. Review and make necessary adjustments. Select Continue
 - i. *Tell us about the Church-Controlled Organization.* Enter the name of the fraternity as it appears on the canonical establishment document. For the start date, enter date of canonical establishment of fraternity, then select Continue
 - j. *Tell us more about the Church-Controlled Organization:* The answer to these questions should be No, then select Continue
 - k. *How would you like to receive your confirmation letter?* You can receive your number in an [Adobe PDF](#) document file during this process. You need Adobe

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Reader and make sure you are able to save the file before selecting this method. The letter will not be mailed to you if you select Adobe PDF. Or you can receive a copy in the mail which will take up to 4 weeks.

You must maintain a copy of this letter in your fraternity's permanent records and supply a copy of the letter to your Regional Treasurer for back up purposes.

- I. Answer any remaining questions the system may ask.

If you lose your letter – see below:

cannot apply for an EIN online. Please call us at [267-941-1099](tel:267-941-1099) (this is not a toll-free number) between the hours of 6 a.m. to 11 p.m. Eastern Time.

Q. What if I forget the number I obtained over the Internet?

A. IRS records will be updated immediately with your EIN. Simply call (800) 829-4933 and select EIN from the list of options. Once connected with an IRS employee, tell the assistor you received an EIN from the Internet but can't remember it. The IRS employee will ask the necessary disclosure and security questions prior to providing the number.