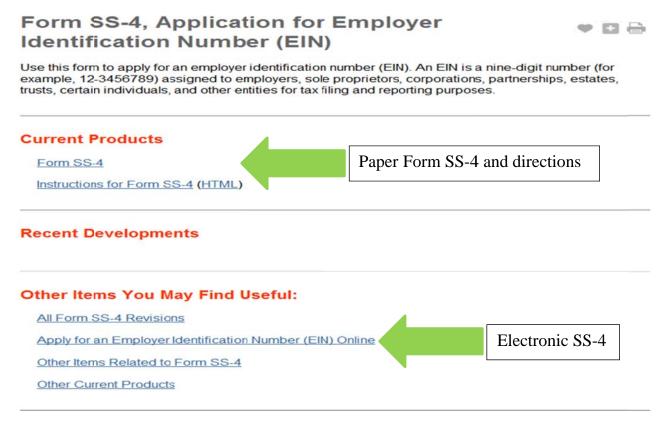
## Applying for an Employer Identification Number (EIN)

There are two ways to apply for an EIN. Information on both ways are available at <a href="http://www.irs.gov/uac/Form-SS-4,-Application-for-Employer-Identification-Number-(EIN)">http://www.irs.gov/uac/Form-SS-4,-Application-for-Employer-Identification-Number-(EIN)</a>. The quickest and easiest way to apply for, and automatically receive, an EIN is using the online program. For those who don't feel comfortable doing so online, Form SS-4 is also available online and includes information for mailing.



## The following steps are used to apply for an EIN online.

- 1. Under <u>"Other Items you may find useful"</u> you'll see the 2<sup>nd</sup> option is <u>"Apply for an Employer Identification Number (EIN) online click that option."</u>
- 2. This will take you to a new page scroll all the way down and click "Apply online now."
- 3. A pop-up will generate that informs you that this is U.S. Government Authorized Only click ok.
- 4. Then click "begin application."
- 5. The same pop-up box will generate as in #4, click ok again.
- 6. Click begin application
- 7. Click the last option View additional types, including tax-exempt and government organizations, and click continue
- 8. Click community/volunteer group (it was the 5<sup>th</sup> item on the list) then click continue
- 9. It will ask you to confirm your selection then click continue
- 10. From here, you'll enter all of the information pertaining to the unit it may request a social security number from you... if you aren't comfortable giving it (it is just for information purposes only) you'll have to find someone in your unit who is. Also, when it asks, you are the responsible and duly authorized officer or member.
- 11. As soon as it's approved, email it to <a href="mailto:dava@dav.org">dava@dav.org</a> and include the document from IRS. We will send the subordinate letter to the IRS, at which time it will take 4-6 weeks to process. At that time, you'll be able to start step 2, which is attached in a word document, on how to set up a 990-N e-Postcard account and do the yearly filing. Once you get through it the first time, it is very simple.