

# How to Apply for an EIN online

1. Go to the IRS Webpage and type "Form SS-4" in the search field or click: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
2. Click **Apply Online Now**

File Pay Refunds Credits & Deductions Forms & Instructions

Home > File > Businesses and Self-Employed > Small Business and Self-Employed > Apply for an Employer Identification Number EIN Online

## Apply for an Employer Identification Number (EIN) Online

English | Español

**Hours of operation:**  
Monday through Friday 7 a.m. to 10 p.m. Eastern Time.

**Step 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.

**Step 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.

**Step 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

**Apply Online Now**

**Small Business/Self-Employed Topics**

- [A-Z Index for Business](#)
- [Employer ID Numbers EINs](#)
- [Small Business Forms and Publications](#)
- [Industries Professions](#)
- [Online Learning and Educational Products](#)
- [Operating a Business](#)
- [Self-Employed Individuals Tax Center](#)
- [Starting a Business](#)

**Related Topics**

- [State and Federal Online Business Registration](#)
- [Online EIN Frequently Asked Questions](#)
- [Employer ID Numbers EINs](#)
- [System Requirements](#)
- [Privacy Act Statement and Paperwork Reduction Act Notice](#)

3. You will see a pop-up box. Click **OK** to continue and then **Begin Application**.

sa.www4.irs.gov says:

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**

Information on any topic, by words, or view Help of the screen. Make sure that pop-ups are allowed from this site.

**EIN Assistant**

**Important Information**  
Use this assistant to apply for [Do I need an EIN?](#)  
[Do I need a new EIN?](#)

**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 [Adobe Reader](#) before beginning the application if it is not already installed.

**Restrictions**

- Effective May 21, 2012, to ensure fair and equitable treatment for all taxpayers, the Internal Revenue Service will limit Employer Identification Number (EIN) issuance to one per responsible party per day. This limitation is applicable to all requests for EINs whether online or by phone, fax or mail. We apologize for any inconvenience this may cause.
- 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 267-941-1099 (this is not a toll free number).

**Begin Application >>**

If you are not comfortable sending information via the Internet, download the [Form SS-4](#) PDF file and the instructions for alternative ways of applying.

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# How to Apply for an EIN online

4. Click **View Additional Types**, then click **Continue**.

**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.

[IRS Privacy Policy](#)

**Help Topics**

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

# How to Apply for an EIN online

5. Click **Other Non-Profit/Tax-Exempt Organizations**

6. Click **Continue**

**IRS.gov** [Help](#) | [Apply for New EIN](#) | [Exit](#)

**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](#)

**Help Topics**

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

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# How to Apply for an EIN online

7. Confirm selection of Other Non-Profit by clicking **Continue**

The screenshot shows the IRS.gov EIN Assistant interface. At the top, there is a navigation bar with the IRS logo and the text "IRS.gov". To the right of the logo are links for "Help | Apply for New EIN | Exit". Below the navigation bar is a progress indicator with five steps: "1. Identify", "2. Authenticate", "3. Addresses", "4. Details", and "5. EIN Confirmation". The "5. EIN Confirmation" step is currently selected. The main content area is titled "Please confirm your selection." and contains the following text: "Confirm your selection of **Other Non-Profit/Tax-Exempt Organizations** as the type of structure applying for an EIN." Below this, there are two sections: "What it is..." and "What it is not...". The "What it is..." section lists: "A non-profit organization is an entity organized and operated for one or more of the purposes listed under Section 501(a) of the Internal Revenue Code." The "What it is not..." section lists: "A business or organization organized for profit." and "A sole proprietorship or partnership." Below these sections, there is a paragraph: "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 of the main content area, there are two buttons: "<< Change Type" and "Continue >>". The "Continue >>" button is circled in green. To the right of the main content area is a "Help Topics" sidebar with three links: "What is the difference between non-profit and tax-exempt status?", "How does my organization receive formal recognition as a tax-exempt organization by the IRS?", and "What if I am not sure my organization would qualify as a tax-exempt organization?". At the bottom of the page, there is a link for "IRS Privacy Policy".

## How to Apply for an EIN online

8. Select **Started a new business**

9. Click **Continue**

**IRS.gov** [Help](#) | [Apply for New EIN](#) | [Exit](#)

**EIN Assistant**

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

**Why is the Non-Profit/Tax-Exempt Organization requesting an EIN?**

Choose **one** reason that best describes why you are applying for an EIN.

- Started a new business**  
Select this option if you are beginning a new business.
- Hired employee(s)**  
Select this option if you already have a business and need to hire employees.
- Banking purposes**  
Select this option if the reason for applying for the EIN is strictly to satisfy banking requirements or local law.
- Changed type of organization**  
Select this option if you are changing the type of organization you currently operate, such as changing from a sole proprietor to a partnership, changing from a partnership to a corporation, etc.
- Purchased active business**  
Select this option if you are purchasing a business that is already in operation.

[Continue >>](#)

**Help Topics**

- [I do not see my reason for applying here. What should I choose?](#)
- [What if more than one reason applies to me?](#)

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## How to Apply for an EIN online

10. Click **Individual** since the person applying will include their name in the contact person field.
11. Click **Continue**

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

**EIN Assistant**

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

**Who is the Responsible Party for the Non-Profit/Tax-Exempt Organization?**

The responsible party can be either an individual OR an existing business.

Please choose one:

Individual

Existing business

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## How to Apply for an EIN online

12. Input the contact person's information; **this includes your social security number.**
  - a. Your social security will not be public information and will not appear in any database or on any forms.
  - b. The IRS defines a "responsible party" as: *the person who has a level of control over, or entitlement to, the funds or assets in the entity that, as a practical matter, enables the individual, directly or indirectly, to control, manage or direct the entity and the disposition of its funds and assets.*
  - c. The IRS requires this as a means of contacting a person should issues arise with the organization.
  - d. This information can be changed each year via Form [8822-b](#).
13. Click **"I am a responsible and duly authorized member or officers having knowledge of this organization's affairs."**
14. Click **Continue**

## How to Apply for an EIN online

The screenshot shows the IRS EIN Assistant application interface. At the top, the IRS logo and ".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 ✓", "2. Authenticate", "3. Addresses", "4. Details", and "5. EIN Confirmation". The main heading is "EIN Assistant" and the sub-heading is "You selected individual. Please tell us about the Responsible Party." There are asterisks indicating required fields. A note states: "Must match IRS records or this application cannot be processed. The only punctuation and special characters allowed are hyphen (-) and ampersand (&)." The form fields include: "First name \* Julie", "Middle name/initial", "Last name \* Smith", "Suffix (Jr, Sr, etc.) Select One", and "SSN/ITIN \* [ ] - [ ] - [ ]". A green arrow points to the "Choose One:" section, which has two radio button options: "I am a responsible and duly authorized member or officer having knowledge of this organization's affairs." (selected) and "I am a third party applying for an EIN on behalf of this organization." Below the options is a warning: "Before continuing, please review the information above for typographical errors." At the bottom, there are two buttons: "<< Back" and "Continue >>". The "Continue >>" button is circled in green. At the very bottom, there is a link for "IRS Privacy Policy".


15. Input the mailing address of your Booster Club.

- a. This should be your club's PO Box or President/Treasurer's home address.
- b. Please refrain from using the school's address as they receive a large volume of mail and you may not receive notices in a timely manner.

16. Click **Continue**



## How to Apply for an EIN online

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

**EIN Assistant**

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

**Where is the Non-Profit/Tax-Exempt Organization 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 \*  -  -

Should the mail be directed to a specific person or department within your organization? (This is commonly referred to as the "Care Of" name.)

If yes, please enter name:

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*.

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17. **Accept the Database Version** of your mailing address (this may not appear if the IRS accepts your address immediately).

# How to Apply for an EIN online

**IRS.gov** [Help](#) | [Apply for New EIN](#) | [Exit](#)

**EIN Assistant**

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

**Verify your Physical Location.**

We have reviewed the [physical location](#) and checked it against our database. You may edit the address, accept it as entered, or accept the database version.

|  |   |
|--|---|
| <b>You entered:</b><br>2425 EAST MAIN STREET<br>LEAGUE CITY<br>TX<br>77573 | <b>Found in our database:</b><br>2425 E MAIN ST ◀ Verify Street<br>LEAGUE CITY<br>TX<br>77573 |
|--|---|

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## How to Apply for an EIN online

18. Input the official name of your Booster Club. This is very important. Please include the name of the school + the activity. For example, League City Intermediate School Lacrosse Booster Club.

a. **DO NOT ENTER** CCISD SUPPORT GROUP in this field!

19. Click **Continue**

The screenshot shows the IRS EIN Assistant application form. At the top, the IRS.gov logo is on the left, and navigation links for 'Help', 'Apply for New EIN', and 'Exit' are on the right. Below the header, the 'EIN Assistant' title is followed by 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 Non-Profit/Tax-Exempt Organization.' Below this, there are instructions for required fields and punctuation. The form fields are: 'Legal name of Non-Profit/Tax-Exempt Organization' (containing 'Clear Creek ISD Wildcat LaC'), 'Trade name/Doing business as' (empty), 'County where Non-Profit/Tax-Exempt Organization is located' (containing 'GALVESTON'), 'State/Territory where Non-Profit/Tax-Exempt Organization is located' (containing 'TEXAS (TX)'), and 'Non-Profit/Tax-Exempt Organization start date' (containing 'SEPTEMBER' and '2014'). A red arrow points to the 'Legal name' field with the text 'USE YOUR BOOSTER CLUB NAME! DO NOT USE Clear Creek ISD'. A green oval highlights the 'Continue >>' button. At the bottom, there 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

**Tell us about the Non-Profit/Tax-Exempt Organization.**

\* 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 Non-Profit/Tax-Exempt Organization \* Clear Creek ISD Wildcat LaC

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

County where Non-Profit/Tax-Exempt Organization is located \* GALVESTON

State/Territory where Non-Profit/Tax-Exempt Organization is located \* TEXAS (TX)

Non-Profit/Tax-Exempt Organization start date \* SEPTEMBER 2014

Before continuing, please review the information above for typographical errors

Continue >>

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20. Click **NO** for all questions.

21. Click **Continue**

**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 more about the Non-Profit/Tax-Exempt Organization.**

\* Required fields

Does your business own a [highway motor vehicle](#) with a [taxable gross weight](#) of 55,000 pounds or more? \*  Yes  No

Does your business involve [gambling/wagering](#)? \*  Yes  No

Does your business need to file [Form 720](#) (Quarterly Federal [Excise Tax Return](#))? \*  Yes  No

Does your business sell or manufacture alcohol, tobacco, or firearms? \*  Yes  No

Do you have, or do you expect to have, any [employees](#) who will receive [Forms W-2](#) in the next 12 months? \* (Forms W-2 require additional filings with the IRS.)  Yes  No

Before continuing, please review the information above

**Continue >>**

**Help Topics**

[? What is Form 720?](#)

[IRS Privacy Policy](#)


## How to Apply for an EIN online

22. To answer the question, “What does your business or organization do?” Click **Other** and then **Continue**

**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.
- [Construction](#)  
Building houses/residential structures, building industrial/commercial structures, specialty trade contractors, remodelers, heavy construction contractors, land subdivision contractors, or site preparation contractors.
- [Finance](#)  
Banks, sales financing, credit card issuing, mortgage company/broker, securities broker, investment advice, or trust administration.
- [Food Service](#)  
Retail fast food, restaurant, bar, coffee shop, catering, or mobile food service.
- [Health Care](#)  
Doctor, mental health specialist, hospital, or outpatient care center.
- [Insurance](#)  
Insurance company or broker.
- [Manufacturing](#)  
Mechanical, physical, or chemical transformation of materials/substances/components into new products, including the assembly of components.
- [Real Estate](#)  
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](#)  
Retail store, internet sales (exclusively), direct sales (catalogue, mail-order, door to door), auction house, or selling goods on auction sites.
- [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.
- [Warehousing](#)  
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**



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## How to Apply for an EIN online

23. Select **Other** and input **Booster Club**

24. Click **Continue**

The screenshot shows the IRS.gov EIN Assistant interface. At the top, the IRS logo and ".gov" are on the left, and navigation links "Help | Apply for New EIN | Exit" are on the right. Below the header, the "EIN Assistant" title is followed by a progress bar with five steps: "1. Identify ✓", "2. Authenticate ✓", "3. Addresses ✓", "4. Details", and "5. EIN Confirmation". The main content area is titled "You have chosen Other." and asks the user to "Please choose one of the following that best describes your primary business activity:". A list of radio button options includes Consulting, Manufacturing, Organization (such as religious, environmental, social or civic, athletic, etc.), Rental, Repair, Sell goods, Service, and Other. The "Other" option is selected, and a text box next to it contains "Booster Club". A green arrow points to this text box. Below the list, there are two buttons: "<< Back" on the left and "Continue >>" on the right, which is circled in green. At the bottom of the page, there 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

You have chosen Other.

Please choose one of the following that best describes your primary business activity:

- Consulting
- Manufacturing
- Organization (such as religious, environmental, social or civic, athletic, etc.)
- Rental
- Repair
- Sell goods
- Service
- Other – please specify your primary business activity:

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## How to Apply for an EIN online

25. Select **Receive letter online**

26. Click **Continue**

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**EIN Assistant**

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

**How would you like to receive your EIN Confirmation Letter?**

You have **two** options for receiving your confirmation letter. Please choose one below:


**Receive letter online.** This option requires [Adobe Reader](#).  You will be able to view, print, and save this letter immediately. It will not be mailed to you.


**Receive letter by mail.** The IRS will send the letter to the mailing address you provided - allow up to 4 weeks for delivery.

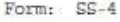
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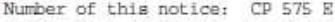
## How to Apply for an EIN online

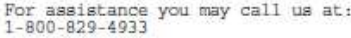
**Congratulations!** Your letter will appear in a PDF that looks like this! Print and retain a copy for your records. Please email a copy to Jennifer Eastin at [jeastin@ccisd.net](mailto:jeastin@ccisd.net)

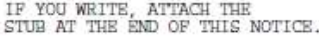












DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
CINCINNATI OH 45999-0023

Date of this notice: 09-08-2014  
Employer Identification Number:  
Form: SS-4  
Number of this notice: CP 575 E  
For assistance you may call us at:  
1-800-829-4933

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 47-1772042. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it's very important that you use your EIN along with your complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information shown above isn't correct, please send us the correction using the attached tear-off stub.

Annual filing requirements

Most organizations with an EIN have an annual filing requirement, even if they engage in minimal or no activity.

A. If you are tax exempt, you may be required to file one of the following returns or notices:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990-EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-PF, Return of Private Foundation
- Form 990-N, e-Postcard (available online only)

Additionally, you may be required to file your annual return electronically.

If an organization required to file a Form 990, Form 990-PF, Form 990-EZ, or Form 990-N does not do so for three consecutive years, its tax-exempt status is automatically revoked as of the due date of the third return or notice.

Please refer to [www.irs.gov/990filing](http://www.irs.gov/990filing) for the most current information on your filing requirements.

B. If you are not tax-exempt, you may be required to file one of the following returns:

- Form 1120, U.S. Corporation Income Tax Return
- Form 1041, U.S. Income Tax Return for Estates and Trusts
- Form 1065, U.S. Return of Partnership Income

Please refer to Publication 1635, Understanding Your EIN, for more information about which forms you may be required to file.