Applying for an Employer Identification Number (EIN)

Go to this page:  https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online

1. Click on Apply Online Now
2. Click on Begin Application
3. Choose the **View Additional Types, including Tax-Exempt and Governmental Organizations** and click Continue
4. Choose Other Non-Profit/Tax-Exempt Organizations
5. Choose the reason for applying for an EIN. Banking purposes is a valid reason. I do know of another section that chose started a new business.
6. You will choose individual

The next 2 screens will ask for the individual filling out the forms information including name, social security # and an address for the entity (that can be your address if your District or Section does not have a formal address – it has to be non-PO Box).
7. Enter in the official name, location and the year in which the entity began.
8. Answer No to all of these questions
9. Choose Other and we recommend Non Profit Education Scientific

10. You will review your information and submit to instantly receive an EIN with an EIN Confirmation letter. **Make sure that you SAVE the LETTER.**