

Applying for your Kiwanis Club's EIN (IRS Form SS-4)

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Hours of Operation
Monday to Friday, 7 a.m. to 10 p.m. Eastern Standard 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.
 - The "responsible party" is the person who ultimately owns or controls the entity or who exercises ultimate effective control over the entity. Unless the applicant is a government entity, the responsible party must be an individual (i.e., a natural person), not an entity.

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 notice.

Apply Online Now

Employer Tax Responsibilities Explained (Publications 15, 15-A and 15B)

[Publication 15](#) provides information on employer tax responsibilities related to taxable wages, employment tax withholding and which tax returns must be filed. More complex issues are discussed in [Publication 15-A](#) and tax treatment of many employee benefits can be found in Publication 15. We recommend employers download these publications from IRS.gov. Copies can be

Related Topics

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

Read through the introduction and select "Apply Online Now" when ready.

B

IRS.gov Help | Apply for New EIN | Exit

EIN Assistant

Important Information Before You Begin

Use this assistant to apply for and obtain an Employer Identification Number (EIN).
[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.

Review the opening important information and select "Begin Application" when done.

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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.

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Help Topics: What if I do not know what type of legal structure or organization to choose?

For the type of legal structure, select "View Additional Types, Including Tax-Exempt and Governmental Organizations" and continue.

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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
- 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

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Help Topics: What if I still do not know what type of structure or organization to choose?

Choose "Other Non-Profit/Tax-Exempt Organizations" and continue.

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Please confirm your selection.

Confirm your selection of **Other Non-Profit/Tax-Exempt Organizations** as the type of structure applying for an EIN.

What it is...

- 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.

What it is not...

- A business or organization organized for profit.
- A sole proprietorship or partnership.

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.

<< Change Type → Continue >>

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Help Topics

- 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?
- What if I am not sure my organization would qualify as a tax-exempt organization?

Read and continue.

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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** ← 1
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.

<< Change Type → Continue >>

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Help Topics

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

For reason why EIN is being requested, select "Started a New Business" and continue.



Kiwanis

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G

The screenshot shows the IRS.gov EIN Assistant interface. At the top, there's a navigation bar with 'Help | Apply for New EIN | Exit'. Below it, the 'EIN Assistant' title is followed by a progress bar with five steps: 1. Identify (checked), 2. Authenticate, 3. Addresses, 4. Details, and 5. EIN Confirmation. The main heading is 'Please tell us about the Responsible Party.' Below this, there are instructions: '* Required fields. Must match IRS records or this application cannot be processed. The only punctuation and special characters allowed are hyphen (-) and ampersand (&).' A red box highlights the name and SSN/TIN fields, with a circled '1' next to it. The fields include: First name *, Middle name/initial, Last name *, Suffix (Jr, Sr, etc.) (dropdown), and SSN/TIN * (with hyphenated boxes). Below the name fields, there's a 'Choose One: *' section with two radio buttons. The first option is selected: 'I am a responsible and duly authorized member or officer having knowledge of this organization's affairs.' A red arrow points to this option with a circled '2'. The second option is 'I am a third party applying for an EIN on behalf of this organization.' Below the radio buttons, there's a note: 'Before continuing, please review the information above for typographical errors.' A red arrow points to the 'Continue >>' button with a circled '3'. At the bottom, there are links for 'IRS Privacy Policy | Accessibility'.

Enter the name and social security number of the member of your club selected as being responsible to apply for the club's Employee Identification Number and continue. (Note: Kiwanis recommends this person either be the **club treasurer** or **club president**.)

H

The screenshot shows the IRS.gov EIN Assistant interface for step 3: Addresses. The progress bar shows: 1. Identify (checked), 2. Authenticate (checked), 3. Addresses (active), 4. Details, and 5. EIN Confirmation. The main heading is 'Where is the Non-Profit/Tax-Exempt Organization physically located?'. Below this, there are instructions: '* 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.' The form fields are: Street * (100 Erie St), City * (Indianapolis), State/U.S. territory * (INDIANA (IN) dropdown), ZIP code * (46268), and Phone number * (317 - 217 - 6113). Below the address fields, there's a question: 'Should the mail be directed to a specific person or department within your organization? (This is commonly referred to as the "Care Of" name.)' with a text input field containing 'Bryce Kinder'. Below that, there's another question: 'Do you have an address different from the above where you want your mail to be sent? *' with radio buttons for 'Yes' (selected) and 'No'. Below the radio buttons, there's a note: 'Before continuing, please review the information above for typographical errors.' A red arrow points to the 'Continue >>' button. At the bottom, there are links for 'IRS Privacy Policy | Accessibility'.

Enter the official address for your club; this can be a permanent contact address for your club, or an officer's address. List a primary contact number and name as well. If you want information regarding your EIN mailed to a different address, selectd "Yes"; otherwise select "No" and continue.

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EIN Assistant

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

Mailing Address not found in our database.

We were unable to locate the mailing address in our database. Also, please note that the only punctuation and special characters allowed are hyphen (-) and slash (/).

Please verify that the [mailing address](#) is correct. If there is an error, edit the address. If it is correct, accept it as entered.

Mailing Address:

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Confirm that your address is listed correctly; if you need to make changes, select “Edit Mailing Address”; otherwise, select “Accept as Entered”.

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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 *

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

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

State/Territory where Non-Profit/Tax-Exempt Organization is located *

Non-Profit/Tax-Exempt Organization start date *

Before continuing, please review the information above for typographical errors.

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Enter your club's official name and organization date as listed on its new club information sheet or charter certificate and the county and state in which it's officially established. Once done, continue.

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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 **1**


Does your business involve [gambling/wagering](#)? * Yes No **2**

Does your business need to file [Form 720](#) (Quarterly Federal [Excise Tax Return](#))? * Yes No **3**

Does your business sell or manufacture alcohol, tobacco, or firearms? * Yes No **4**

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 **5**

Before continuing, please review the information above.

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Select "No" to the five questions regarding your club: owning a highway motor vehicle with a taxable gross weight of 55,000 lbs.; regarding gambling/wagering; regarding the need to file Form 720; regarding selling or manufacturing alcohol, tobacco, or firearms; or regarding having employees who will receive a W-2 form; and continue.

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

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 other real estate for other purposes.

For the purpose of your organization, select "Other" and continue. (See next page.)

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Primary business activity:

- [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**

1 → **2** →

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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:

1 → **2** →

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Choose "Other", enter "Community Service" and 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.

Continue >>

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Choose which method you would like to receive your EIN (Kiwanis suggests receiving it by email for quicker notification) and continue.

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IRS.gov

EIN Assistant

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

Summary of your information

Please review the information you are about to submit. If any of the information below is incorrect, you will need to [start a new application](#).

Click the "Submit" button at the bottom of the page to receive your EIN.

Organization Type: Non-Profit/Tax-Exempt Organization

Non-Profit/Tax-Exempt Organization Information

Legal name: _____
County: _____
State/Territory: _____
Start date: _____

Addresses

Physical Location: _____
Phone Number: _____
Mail directed to: _____
Mailing Address: _____

Submit

Read carefully over all information entered; when you are certain it is complete and correct, select "Submit".

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Respon... Name: SSN/ITIN:	
Principal Business Activity What your business/organization does: Principal products/services:	
Additional Non-Profit/Tax-Exempt Organization Information Owns a 55,000 pounds or greater highway motor vehicle: NO Involves gambling/wagering: NO Involves alcohol, tobacco or firearms: NO Files Form 720 (Quarterly Federal Excise Tax Return): NO Has employees who receive Forms W-2: NO Reason for Applying: STARTED A NEW BUSINESS	

We strongly recommend you print this summary page for your records as this will be your only copy of the application. You will not be able to return to this page after you click the "Submit" button.

Click "Submit" to send your request and receive your EIN.

Once you submit, please wait while your application is being processed. It can take up to two minutes for your application to be processed.

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