Applying for an Employer Identification Number (EIN) Online

- Visit irs.gov
- Search for EIN
- Click on Apply for an Employer Identification Number (EIN) Online

Fill in the application as follows, pressing continue after each screen to advance.

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, custodialships, 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.
### 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
- PTAPTO or School Organization
- REMIC
- Social or Savings Club
- Sports Teams (community)
- Withholding Agent
- Other Non-Profit/Tax-Exempt Organizations

### 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.
Fill these in with the information of the contact for the Chapter or District. You will need to provide the Social Security Number of the applicant in order to proceed.

Use the First Name and Last Name of your Chapter or District Contact. The SSN or TIN used will have to match with that contact’s name, as well as the street address of the contact or the Chapter.

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name</td>
<td>Stephanie</td>
</tr>
<tr>
<td>Middle name</td>
<td></td>
</tr>
<tr>
<td>Last name</td>
<td>Maniatis</td>
</tr>
<tr>
<td>Suffix (Jr., Sr., etc.)</td>
<td>Select One</td>
</tr>
<tr>
<td>SSN/TIN</td>
<td></td>
</tr>
<tr>
<td>I am a responsible and duly authorized member or officer having knowledge of this organization’s affairs.</td>
<td>Yes</td>
</tr>
<tr>
<td>I am a third party applying for an EIN on behalf of this organization.</td>
<td>No</td>
</tr>
</tbody>
</table>

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

Where is the Non-Profit/Tax-Exempt Organization physically located?

The only special characters allowed for street and city are - and /.

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Rockville</td>
</tr>
<tr>
<td>State/ U.S. territory</td>
<td>MARYLAND (MD)</td>
</tr>
<tr>
<td>ZIP code</td>
<td>20850</td>
</tr>
<tr>
<td>Phone number</td>
<td></td>
</tr>
</tbody>
</table>

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.
This is where you put in the name of your Chapter or District. They should be formatted simply, i.e:
Sons of Pericles 700
Maids of Athena District 80
AHEPA Chapter 987
The start date should be the current month and year.
This should read:

Fraternal Organization under the Lodge System
Once you press continue on the last screen, you will be able to see and save your EIN letter. Please send a copy of that to headquarters in order for your EIN to be submitted to the IRS as one that is under the AHEPA Umbrella. This is incredibly important!

SOP & MOA – Send your EIN letter to stephanie@ahepa.org
AHEPA – Send your EIN letter to sam@ahepa.org