

How to apply for an EIN (Employer Identification Number)
for your Alpha Kappa Delta chapter:

If you are a new AKD chapter, please use the following instructions to apply for your chapter's EIN. This is a one-time process and is done completely online via the IRS website. You will receive your EIN immediately after completing the online application. **Please print your EIN confirmation, save a copy in your chapter files, and send a copy to the national office.**

INSTRUCTIONS

1. **Please visit the following website:**
[http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)
2. Use pages 2-11 of this document to find screen shots and instructions as to what selections to make and the information to enter.
3. Once you receive the EIN Confirmation letter from the IRS, save a copy in your chapter files, and send a copy of the letter to the Executive Office
 - Email: AKD@lemoyne.edu
 - Fax: 315-445-6029
 - Mail: Alpha Kappa Delta, Le Moyne College, 1419 Salt Springs Road, Syracuse, NY 13214

QUESTIONS?

If you have any questions or selections have changed since this instruction manual was created, please contact our office at akd@lemoyne.edu or 315-445-5452. Thank you!

(Revised October 2014)

Apply for an Employer Identification Number (EIN) Online

Our hours of operation are Monday through Friday 7 a.m. to 10 p.m. Eastern time.

No need to file a Form SS-4! We ask you the questions and you give us the answers. After all validations are done you will get your EIN **immediately** upon completion. You can then download, save, and print your EIN confirmation notice.

Purpose of an Employer Identification Number

Employer Identification Numbers are issued for the purpose of tax administration and are not intended for participation in any other activities (e.g., tax lien auction or sales, lotteries, etc.)

Daily Limitation of an Employer Identification Number

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. For trusts, the limitation is applied to the grantor, owner, or trustor. For estates, the limitation is applied to the decedent (decedent estate) or the debtor (bankruptcy estate). 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 you need to file a return, but do not have your EIN yet due to the limitation discussed above, complete a Form SS-4 and attach it to the completed and signed tax return. Mail both forms to the address for filing the tax return. See [Where to File](#). The IRS will assign your EIN and then process your tax return. You will receive a notice advising you of your EIN within four weeks

Is the Responsible Party For Your New Entity an EIN Previously Obtained Through the Internet?

We cannot process your application online if the responsible party is an entity with an EIN previously obtained through the Internet. Please use one of our other methods to apply. See [How to Apply for an EIN](#). We apologize for any inconvenience this may cause you.

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 requested online (search "Forms and Publications") or by calling 1-800-TAX-FORM.

Filing for Tax Exempt Status?

It's best to be sure your organization is formed legally before you apply for an EIN. Nearly all organizations are subject to automatic revocation of their tax-exempt status if they fail to file a required return or notice for three consecutive years. When you apply for an EIN, we presume you're legally formed and the clock starts running on this three-year period.

Do You Have Questions About Operating Your Small Business?

Try our one stop resource, the [Small Business & Self-Employed Tax Center](#).

[APPLY ONLINE NOW](#)

Step One: Go to [http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)

Step Two:

EIN Individual Request - Online Application



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?](#)

For help or additional information on any topic, click the underlined key words, or view Help Topics on the right side of the screen. Make sure that pop-ups are allowed from this site.

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.

***Select - "Begin Application"**

Step Three:

EIN Individual Request - Online Application



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.

<< Back

Continue >>

Help Topics

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

*Select - "View Additional Types, Including Tax-Exempt and Governmental Organizations" & "Continue"

Step Four:

EIN Individual Request - Online Application

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.

<input type="radio"/> Bankruptcy Estate (individual)	<input type="radio"/> Household Employer
<input type="radio"/> Block/Tenant Association	<input type="radio"/> IRA
<input type="radio"/> Church	<input type="radio"/> Memorial or Scholarship Fund
<input type="radio"/> Church-Controlled Organization	<input type="radio"/> National Guard
<input type="radio"/> Community or Volunteer Group	<input type="radio"/> Plan Administrator
<input type="radio"/> Employer/Fiscal Agent (under IRC Sec 3504)	<input type="radio"/> Political Organization
<input type="radio"/> Employer Plan (401K, Money Purchase Plan, etc.)	<input type="radio"/> PTA/PTO or School Organization
<input type="radio"/> Farmers' Cooperative	<input type="radio"/> REMIC
<input type="radio"/> Government, Federal/Military	<input type="radio"/> Social or Savings Club
<input type="radio"/> Government, Indian Tribal Governments	<input type="radio"/> Sports Teams (community)
<input type="radio"/> Government, State/Local	<input type="radio"/> Withholding Agent
<input type="radio"/> Homeowners/Condo Association	<input type="radio"/> Other Non-Profit/Tax-Exempt Organizations

Help Topics

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

*Select – “Other Non-Profit/Tax-Exempt Organizations” & “Continue”

Step Five:

EIN Individual Request - Online Application



EIN Assistant

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

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 >>

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?](#)

*Select – “Continue”

Step Six:

EIN Individual Request - Online Application



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?](#)

*Select – “Started a new business” & “Continue”

Step Seven:

EIN Individual Request - Online Application



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

<< Back

Continue >>

***Select – “Individual” & “Continue”**

Step Eight:

EIN Individual Request - Online Application



EIN Assistant

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

You selected individual. Please tell us about the Responsible Party.

*** Required fields**

Must match IRS records or this application cannot be processed.
The only punctuation and special characters allowed are hyphen (-) and ampersand (&).

First name *

Middle name/initial

Last name *

Suffix (Jr, Sr, etc.)

SSN/ITIN * - -

Choose One: *

- I am a responsible and duly authorized member or officer having knowledge of this organization's affairs.
- I am a third party applying for an EIN on behalf of this organization.

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

*Chapter representative should enter his/her name and SSN as instructed. Then select "I am a responsible and duly authorized member or officer having knowledge of this organization's affairs." Then select "Continue".

Step Nine:

EIN Individual Request - Online Application



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.

*Enter address for your chapter. Enter chapter representative's name as "care of" for mail. Please review for errors, as this will be exactly what the IRS uses for future communications and tax returns. Then select "Continue".

Step Ten:

EIN Individual Request - Online Application



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.

Continue >>

*For legal name please enter your AKD chapter's official name. **(For example: Alpha of New York)** If you are unsure of your name, please contact our office. Then enter the county and state where your chapter is located. For the start date, use the current month and year in which you are applying. Please review for errors, as this will be exactly what the IRS uses for future communications and tax returns. Then select "Continue".