

EIN Application Guide for Nonprofit Organizations

This guide provides step-by-step instructions for applying for an Employer Identification Number (EIN) for a nonprofit organization. An EIN is required by the IRS to identify your organization for tax purposes, open bank accounts, and apply for grants.

1. Information Needed Before Applying:

- Legal name of your nonprofit organization (as listed in your Articles of Incorporation)
- Physical mailing address
- Responsible party's name, Social Security Number (SSN), or Individual Taxpayer Identification Number (ITIN)
- Type of entity: Nonprofit/501(c)(3)
- Date business started or acquired
- Reason for applying: 'Started a new nonprofit organization'
- Principal activity: 'Charitable and educational services'

2. Apply Online (Recommended):

Visit the IRS EIN Assistant page: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

Steps:

1. Click 'Apply Online Now.'
2. Select 'View Additional Types, Including Tax-Exempt and Governmental Organizations.'
3. Choose 'Other Nonprofit/Tax-Exempt Organization.'
4. Follow the prompts to complete your application.
5. Print or save your EIN confirmation notice at the end.

3. Apply by Mail or Fax (Form SS-4):

If you prefer to apply manually, complete IRS Form SS-4 (Application for Employer Identification Number). You can mail or fax it to the IRS:

Mail:

Internal Revenue Service
Attn: EIN Operation
Cincinnati, OH 45999

Fax: 855-641-6935

Processing time: 4 weeks (mail), 1 week (fax).

4. Important Notes:

- The EIN is free to apply for—never pay third-party websites.
- Keep your EIN confirmation notice in a safe place; it's your organization's permanent tax ID.

- You can use your EIN immediately for opening a bank account and applying for 501(c)(3) tax exemption.

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