



NATIONAL FEDERATION OF Pachyderm Clubs

STEPS FOR EIN APPLICATION

Local Pachyderm Clubs will require their own Employer Identification Number (EIN) in order to open a bank account. The following steps should be followed:

1) Go online to www.IRS.gov. You can follow links to apply for your EIN online or jump to the following:

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

2) Click the "Apply Online Now" button, then the "Begin Application" button on the next page

3) Select the list option for "View Additional Types, Including Tax-Exempt and Governmental Organizations" (and click the "Continue" button)

4) Select "Community or Volunteer Group" (and click the "Continue" button). [Note: Do NOT select "Political Organization"]

5) Click "Continue" on the next page (confirming Community or Volunteer Group)

6) Enter requested data on the following pages, including the info for the person filling out the application; be sure to select the option to enter a separate mailing address for the Club and take care to ensure you correctly enter the name of your club (as your bank will want to see the names match).

7) Select "No" for all the questions on the first "Details" page

8) Select "Other" for the question "What does your business or organization do?"

9) Select "Organization" for the "You have chosen Other" page

10) Select "Social or Civic" and enter "Educational"

11) Select "Receive letter online" to get the .pdf file with your number

12) SAVE & PRINT the file! Please send a copy to the National organization via email: admin@pachyderms.org