

ESTABLISHING AN ALUMNI ASSOCIATION EIN

The process to create an Association EIN should not take place until the Alumni Association recognition application has been approved by the International Fraternity Headquarters.

1. Visit [this website](#).
2. Select “Apply Online Now”. It is a big blue button towards the middle of the page, you can’t miss it.
3. Select “Begin Application”.
4. Select “View Additional Types, Including Tax-Exempt and Governmental Organizations”.
5. Select “Other Non-Profit/Tax-Exempt Organizations”,
6. Select “Continue”.
7. Select “Banking Purposes”. You will need an EIN if the Association wants to create a bank account.
8. This is where a more prominent member such as President of AA should put info. It is all personal info needed (social, address, etc). Also select “I am a responsible and duly authorized member or officer...”
9. The next part requires a physical address. List what address you would like items mailed to as you will need that to file 990 forms in the future and get notices from the IRS.
10. Where prompted to enter the name of a person mail should be directed to, put your name in the box
11. The next step will be different for every Association. The name should be “(Chapter Chapter) Alumni Association” for example “Omega Omega Alumni Association”. County and state will also vary (use the county and state the undergraduate chapter is located). Start date will be the date you are completing this.
12. Most likely the answers to the next five questions will be “no”, but read them to be sure.
13. Select “Other”.
14. Select “Other” and put “Fraternal Organization Alumni Association”.
15. Select “Receive Letter Online”. The final continue should provide the documentation needed. Save document to pdf and please send to Fraternity HQ for our records.