

OBTAINING YOUR ORGANIZATION'S EIN NUMBER

NOTICE

Before you start the application, you should contact Alpha Sigma Phi Headquarters to see if they already have a number on file for your group. If there is not a number on file, use this form but know that during one portion, you will need an individual willing to put their name and Social Security Number on the form.

Many organizations use their advisors in this role, however if the advisor is not comfortable, another person will have to be found. Fortunately, this is all done on the official IRS site which is incredibly secure. Although it is tedious, make sure to **READ EVERYTHING**. This is the IRS and you do not want to make a mistake.

DIRECTIONS

1. Go to <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-Online>
2. **APPLY ONLINE NOW**
3. **BEGIN APPLICATION**
4. Choose 'View Additional Types, Including Tax-Exempt and Governmental Organizations'
5. Choose 'Other Non-Profit/Tax-Exempt Organizations'
6. **READ** then Continue
7. Choose 'Banking Purposes'
8. Choose 'Individual'
9. Choose 'I am a responsible and duly authorized member or officer having knowledge of this organization's affairs'
10. Use the campus address & Headquarters phone number (Example)

105 Garfield Avenue
Eau Claire WI 54702
Phone: 317-843-1911

Say No to 'do you have another address for mail'
Verify your Physical Location: Accept as Database Version.

11. Legal name of Non-Profit/Tax-Exempt Organization: Chapter Designation of Alpha Sigma Phi Fraternity (Example)

Alpha of Alpha Sigma Phi Fraternity

12. Details:

a. Accept County and State b. Start date has to be in the last 25 yrs c. Choose the month that you will first use EIN
Ex: Today is 5/28/16 so I would put May 2016.

13. Tell us more: Say **NO** to everything

14. What does your business or organization do?

b. Other c. Other: Educational Student Organization

15. **PRINT THE SUMMARY PAGE**

