

## IRS TAX ID NUMBER/EMPLOYER IDENTIFICATION NUMBER (EIN)

---

Any student group that will raise money or spend money needs to maintain a proper financial account for the group. This account should not be the same as any one individual's account and should be established by applying for a Tax ID (called EIN by the IRS). The organization should file Form SS-4 with the IRS to apply for this number. Any financial accounts created or maintained for the organization should be managed under this number.

Applying for an EIN:

1. Go to the [Federal Online EIN Application](#)
2. Read instructions and click on "Apply Online Now"
3. Read instructions and click on "Begin Application"
4. Scroll to the bottom of the list and select on "View Additional Types including Nonprofit/Tax-Exempt Organizations", then click "Continue"
5. Choose either "Community or Volunteer Group" or "Social or Savings Club" depending upon which best describes your group, then click "Continue"
6. Read description to confirm your selection, then click "Continue"
7. Fill in the rest of the information
8. If the above steps are followed properly, the EIN will be generated online for you to save and begin using immediately. Print out and retain a copy of your CP575 Confirmation. Your current and future officers will need this document for tax filing purposes.