

Online EIN Application Directions – The office can request the EIN online, the Leader applying will need to be in attendance while this process is completed to provide confidential information.

Go to:

<https://www.irs.gov/>

1. Select “Apply for an Employer ID Number (EIN)” box
2. Select “Apply for an EIN Online” box
3. Select “Apply Online Now” box
4. Select “Ok” on pop up box
5. Select “Being Application” box
6. Select “View Additional Types, Including Tax-Exempt and Governmental Organizations” circle
7. Select “Other Non-Profit/Tax-Exempt Organizations
8. Select “Continue” box
9. Select “Started a new business” circle
10. The leader is required to enter their name and social security number. The use of their number is only needed to set up an EIN and is not used any further after this point of the process. Choose the circle that state “I am a responsible and duly authorized member....”
11. The leader is required to enter their address.
12. Enter the name of the club as the Legal Name – Enter No Trade Name – County of Club – State – Date Club Started
13. Answer NO to all the questions on “Tell us more about the Non-Profit”
14. Select “Other” circle
15. Select “Organization” circle
16. Select “Fundraising” circle – Type in “Youth Development Education” in the box
17. Select “Receive letter online”
18. Select “Continue”
19. Summary Page of what has been provided – Select “Continue”
20. Select “Submit” – **Only click once** (takes 2 minutes to process)
21. Congratulations page! Here you can download the EIN Confirmation letter and save to desktop or print
22. Select “Continue”
23. Explains use of EIN number and when you can use it (takes 2 weeks before EIN becomes part of IRS permanent records). Once you’ve read through this, select “Continue”
24. DONE