How to Apply for an EIN

Step 1: Determine Your Eligibility
- You may apply for an EIN online if your principal business is located in the United States or U.S. Territories.
- The person applying online must have a valid Taxpayer Identification Number (SSN, ITIN, EIN).
  - You are limited to one EIN per responsible party per day.
    - The “responsible party” is the person who ultimately owns or controls the entity or who exercises ultimate effective control over the entity. Unless the applicant is a government entity, the responsible party must be an individual (i.e., a natural person), not an entity.

Step 2: Understand the Online Application
- You must complete this application in one session, as you will not be able to save and return at a later time.
- Your session will expire after 15 minutes of inactivity, and you will need to start over.

Step 3: Submit Your Application
- After all validations are done you will get your EIN immediately upon completion. You can then download, save, and print your EIN confirmation notice.

Click here to apply online now.

EIN Assistant

Important Information Before You Begin
Use this assistant to apply for and obtain an Employer Identification Number (EIN).
Do I need an EIN?
Do I need a new EIN?

About the EIN Assistant
- You must complete this application in one session, as you will not be able to save and return at a later time.
- For security purposes, your session will expire after 15 minutes of inactivity, and you will need to start over.
- You will receive your EIN immediately upon verification. When will I be able to use my EIN?
- If you wish to receive your confirmation letter online, we strongly recommend that you install Adobe Reader before beginning the application if it is not already installed.

Restrictions
- Effective May 21, 2012, to ensure fair and equitable treatment for all taxpayers, the Internal Revenue Service will limit Employer Identification Number (EIN) issuance to one per responsible party per day. This limitation is applicable to all requests for EINs whether online or by phone, fax or mail. We apologize for any inconvenience this may cause.
- If a third party designer (TPD) is completing the online application on behalf of the taxpayer, the taxpayer must authorize the third party to apply for and receive the EIN on his or her behalf.
- The business location must be within the United States or U.S. territories.
- Foreign filers without an Individual Taxpayer Identification Number (ITIN) cannot use this assistant to obtain an EIN.
- If you were incorporated outside of the United States or the U.S. territories, you cannot apply for an EIN online. Please call us at 267-941-1099 (this is not a toll free number).

Begin Application >>

If you are not comfortable sending information via the Internet, download the Form SS-4 PDF file and the instructions for alternative ways of applying.
What type of legal structure is applying for an EIN?

Before applying for an EIN you should have already determined what type of legal structure, business, or type of organization is being established.

Choose the type you are applying for. If you don't see your type, select "View Additional Types."

- **Sole Proprietor**
  - Includes individuals who are in business for themselves and household employers.

- **Partnerships**
  - Includes partnerships and joint ventures.

- **Corporations**
  - Includes S corporations, personal service corporations, real estate investment trusts (REIT), regulated investment conduits (RIC), and settlement funds.

- **Limited Liability Company (LLC)**
  - A limited liability company (LLC) is a structure allowed by state statute and is formed by filing articles of organization with the state.

- **Estate**
  - An estate is a legal entity created as a result of a person's death.

- **Trusts**
  - All types of trusts including conservatorships, custodianships, guardianships, irrevocable trusts, revocable trusts, and reviverships.

**View Additional Types, Including Tax-Exempt and Governmental Organizations**
- If none of the above fit what you are establishing, there are several others to choose from.

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Additional Types

Choose the type you are applying for. You can click the underlined terms for a description.

- **Bankruptcy Estate (Individual)**
- **Block/Tenant Association**
- **Church**
- **Church-Controlled Organization**
- **Community or Volunteer Group**
- **Employee/Fiscal Agent (under IRC Sec 3501)**
- **Employer Plan (401(k), Money Purchase Plan, etc.)**
- **Farmers' Cooperative**
- **Government, Federal/Military**
- **Government, Indian Tribal Governments**
- **Government, State/Local**
- **Homeowners/Condo Association**
- **Household Employer**
- **IRA**
- **Memorial or Scholarship Fund**
- **Plan Administrator**
- **Political Organization**
- **PTA/PTO or School Organization**
- **REMIC**
- **Social or Savings Club**
- **Sports Teams (community)**
- **State/Local**
- **Withholding Agent**

**Other Non-Profit/Tax-Exempt Organizations**
Please confirm your selection.

Confirm your selection of Other Non-Profit/Tax-Exempt Organizations as the type of structure applying for an EIN.

What it is...
- A non-profit organization is an entity organized and operated for one or more of the purposes listed under Section 501(c) of the Internal Revenue Code.

What it is not...
- A business or organization organized for profit.
- A sole proprietorship or partnership.

If you need to change your type of structure, we recommend that you do so now, otherwise you will have to start over and re-enter your information. Additional help may be found by reviewing all types of organizations and structures before making your selection.

Continue >>
Please fill in this section using the address of your AMWA branch.
Verify your Physical Location.

We have reviewed the physical location and checked it against our database. You may edit the address, accept it as entered, or accept the database version.

You entered:

Found in our database:

Click if similar/same as entered address

Tell us about the Non-Profit/Tax-Exempt Organization.

Legal name of Non-Profit/Tax-Exempt Organization

Enter your branch name

Will auto populate

Trade name/Doing business as

Will auto populate

County where Non-Profit/Tax-Exempt Organization is located

Estimate when you plan to start branch activities

State/Territory where Non-Profit/Tax-Exempt Organization is located

Non-Profit/Tax-Exempt Organization start date

Before continuing, please review the information above for typographical errors.
Tell us more about the Non-Profit/Tax-Exempt Organization.

* Required fields

- Does your business own a highway motor vehicle with a taxable gross weight of 55,000 pounds or more? Yes No
- Does your business involve gambling/wagering? Yes No
- Does your business need to file Form 720 (Quarterly Federal Excise Tax Return)? Yes No
- Does your business sell or manufacture alcohol, tobacco, or firearms? Yes No
- Do you, or do you expect to have, any employees who will receive Forms W-2 in the next 12 months? Yes No

Before continuing, please review the information above.

Continue >>

- Food Service
- Retail fast food, restaurant, bar, coffee shop, catering, or mobile food service.
- Health Care
- Doctor, mental health specialist, hospital, or outpatient care center.
- Insurance
- Insurance company or broker.
- Manufacturing
- Mechanical, physical, or chemical transformation of materials/substances/components into new products, including the assembly of components.
- Real Estate
- Renting or leasing real estate, managing real estate, real estate agent/broker, selling, buying, or renting real estate for others.
- Rental & Leasing
- Rent/lease automobiles, consumer goods, commercial goods, or industrial goods.
- Retail
- Retail store, internet sales (exclusively), direct sales (catalogue, mail-order, door to door), auction house, or selling goods on auction sites.
- Social Assistance
- Youth services, residential care facility, services for the disabled, or community food/housing/relief services.
- Transportation
- Air transportation, rail transportation, water transportation, trucking, passenger transportation, support activity for transportation, or delivery/courier service.
- Warehousing
- Operating warehousing or storage facilities for general merchandise, refrigerated goods, or other warehouse products; establishments that provide facilities to store goods but do not sell the goods they handle.
- Wholesale
- Wholesale agent/broker, importer, exporter, manufacturers’ representative, merchant, distributor, or jobber.

- Other
EIN Assistant

You have chosen Other.
Please choose one of the following that best describes your primary business activity:

- Consulting
- Manufacturing
- **Organization (such as religious, environmental, social or civic, athletic, etc.)**
- Rental
- Repair
- Sell goods
- Service
- Other – please specify your primary business activity:

<< Back  Continue >>

EIN Assistant

You have chosen Other: Organization.
What is the primary activity of your organization?

- Athletic – please specify:
- Conservation – please specify:
- Environmental – please specify:
- Fundraising – please specify:
- Homeowners association
- Religious – please specify:
- **Social or civic – please specify:** Medical Professional Society
- Other – please specify:

Continue >>
How would you like to receive your EIN Confirmation Letter?
You have two options for receiving your confirmation letter. Please choose one below:

- **Receive letter online.** This option requires Adobe Reader.
  You will be able to view, print, and save this letter immediately. It will not be mailed to you.
- **Receive letter by mail.** The IRS will send the letter to the mailing address you provided - allow up to 4 weeks for delivery.

Click "Submit" to send your request and receive your EIN.

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Mail directed to: **ELIZA CHIN**

**Responsible Party**
- **Name:** ELIZA CHIN MD
- **SSN/TIN:**

**Principal Business Activity**
- **What your business/organization does:** ORGANIZATION
- **Medical Professional Society**

**Additional Non-Profit/Tax-Exempt**
- **Organization Information**
  - Owns a 55,000 pounds or greater highway motor vehicle: **NO**
  - Involves gambling/wagering: **NO**
  - Involves alcohol, tobacco or firearms: **NO**
  - Files Form 720 (Quarterly Federal Excise Tax Return): **NO**
  - Has employees who receive W-2s: **NO**
  - Reason for Applying: BANKING PURPOSES

We strongly recommend you print this summary page for your records as this will be your only copy of the application. You will not be able to return to this page after you click the "Submit" button.

Once you submit, please wait while your application is being processed. It can take up to two minutes for your application to be processed.