

Applying for an Employer Identification Number (EIN)

There are two ways to apply for an EIN. Information on both ways are available at [http://www.irs.gov/uac/Form-SS-4,-Application-for-Employer-Identification-Number-\(EIN\)](http://www.irs.gov/uac/Form-SS-4,-Application-for-Employer-Identification-Number-(EIN)). The quickest and easiest way to apply for, and automatically receive, an EIN is using the online program. For those who don't feel comfortable doing so online, Form SS-4 is also available online and includes information for mailing.

Form SS-4, Application for Employer Identification Number (EIN)



Use this form to apply for an employer identification number (EIN). An EIN is a nine-digit number (for example, 12-3456789) assigned to employers, sole proprietors, corporations, partnerships, estates, trusts, certain individuals, and other entities for tax filing and reporting purposes.

Current Products

[Form SS-4](#)

[Instructions for Form SS-4 \(HTML\)](#)



Paper Form SS-4 and directions

Recent Developments

Other Items You May Find Useful:

[All Form SS-4 Revisions](#)

[Apply for an Employer Identification Number \(EIN\) Online](#)

[Other Items Related to Form SS-4](#)

[Other Current Products](#)



Electronic SS-4

The following steps are used to apply for an EIN online.

1. Under "Other Items you may find useful" you'll see the 2nd option is "Apply for an Employer Identification Number (EIN) online – click that option."
2. This will take you to a new page – scroll all the way down and click "Apply online now."
3. A pop-up will generate that informs you that this is U.S. Government Authorized Only – click ok.
4. Then click "begin application."
5. The same pop-up box will generate as in #4, click ok again.
6. Click begin application
7. Click the last option – View additional types, including tax-exempt and government organizations, and click continue
8. Click community/volunteer group (it was the 5th item on the list) then click continue
9. It will ask you to confirm your selection – then click continue
10. From here, you'll enter all of the information pertaining to the unit – it may request a social security number from you... if you aren't comfortable giving it (it is just for information purposes only) you'll have to find someone in your unit who is. Also, when it asks, you are the responsible and duly authorized officer or member.
11. As soon as it's approved, email it to dava@dav.org and include the document from IRS. We will send the subordinate letter to the IRS, at which time it will take 4-6 weeks to process. At that time, you'll be able to start step 2, which is attached in a word document, on how to set up a 990-N e-Postcard account and do the yearly filing. Once you get through it the first time, it is very simple.