

## Apply for an EIN

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Before you apply for an EIN, make sure you're legally formed as a non-profit organization by performing a Business Entity Search on the Michigan.gov/lara website.

Nearly all organizations are subject to automatic revocation of their tax-exempt status if they fail to file a required return or notice for three consecutive years.

Ways to apply:

1. Fax a completed SS-4 to: (859) 669-5760.

*Timeframe: 1-2 weeks*

2. Mail a completed SS-4 to:

Internal Revenue Service

ATTN: EIN Operation

Cincinnati, OH 45999

*Timeframe: 4-5 weeks*

3. Online

*Timeframe: Immediate or 4 weeks if delivery by mail is selected*

This EIN is your permanent number and can be used immediately for the following:

- Opening a bank account
- Applying for business licenses
- Filing a tax return by mail.

However, it will take up to two weeks before your EIN becomes part of the IRS's permanent records. You must wait until this occurs before you can:

- File an electronic return
- Make an electronic payment
- Pass an IRS Taxpayer Identification Number (TIN) matching program.

## How to file for an EIN online

Note: To receive the EIN immediately you will need the ability to print and also have Adobe Reader installed on your computer. Adobe Reader is available for download at:

<https://get.adobe.com/reader/>

1. [www.irs.gov](http://www.irs.gov)
2. Select **Filing** from the top navigation bar.
3. Select **Small Business & Self-Employed** from the left hand navigation bar.
4. Select the link for **Employer Identification Number**
5. Select link for **Apply for an EIN Online**
6. Select **Apply Online Now**
7. Select **Begin Application** and use the Answer Key to fill out the correct answers to each step.

### Answer Key for Online Application

**Q1: *What type of legal structure is applying for an EIN?***

A: View Additional Types, Including Tax-Exempt and Governmental Organizations

**Q2: *Additional Types***

A: Other Non-Profit/Tax-Exempt Organizations

**Q3: *Please confirm your selection.***

A: continue

**Q4: *Why is the Non-Profit/Tax-Exempt Organization requesting an EIN?***

A: Started a new business

**Q5: *Who is the Responsible Party for the Non-Profit/Tax-Exempt Organization?***

A: Individual

**Q6: *You selected individual. Please tell us about the Responsible Party.***

A1: Complete name and SSN

A2: Select I am a responsible and duly authorized member or officer having knowledge of this organization's affairs.

**Q7: *Where is the Non-Profit/Tax-Exempt Organization physically located?***

A1: Fill in the American Legion Post address and phone number. If your Post does not have a physical location, use the responsible party's address and phone number.

A2: Select no

**Q8: *Verify your Physical Location.***

A: Accept Database Version or Edit Physical Location to correct. Do **not** Accept As Entered.

**Q9: *Tell us about the Non-Profit/Tax-Exempt Organization.***

A: Legal name – refer to the name on the Articles of Organization from the State of Michigan.

A: Start date – refer to the date on the Articles of Organization from the State of Michigan.

**Q10: *Tell us more about the Non-Profit/Tax-Exempt Organization.***

A: Answer no to all of the questions

**Q11: *What does your business or organization do?***

A: Other

**Q12: *You have chosen Other.***

A: Organization (such as religious, environmental, social or civic, athletic, etc.)

**Q13: *You have chosen Other. What is the primary activity of your organization?***

A: select Social or Civic and type and type "assisting veterans and their families"

**Q14: *How would you like to receive your EIN Confirmation Letter?***

A: Select online for immediate EIN, make sure you have Adobe Reader installed. If you are unsure, click on the Adobe Reader link to leave the IRS website in a separate window to install.

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

Please make note of the EIN on the following screen and be sure to print the EIN letter.