



## How To Obtain an E.I.N. for Student Organizations

The following is a step by step process on how to obtain an E.I.N. (Employer Identification Number) for your student organization(s). Any Registered Student Organization with a desire to collect dues, host fundraisers, sell products, collect donations, etc. must obtain an E.I.N. to open a bank account as per the Student Organization and Fraternity and Sorority Life Policy and Procedures Manual.

1. Visit the [IRS website](#) to begin the IRS application.
2. Review steps 1-3 before moving forward with the application process.
3. Stroll to the middle of the page and click **“Apply Online Now”**  
Clicking this will bring you to a page where you will receive a deeper understanding of what an E.I.N is and important information for your organization.
4. **(Step 3) Once you begin the application process, you will need to select the legal structure for your organization.**  
After reviewing each option, click *“View Additional Types, Including Tax-Exempt and Governmental Organizations”*
5. **(Step 4) Identify the type of organization you are requesting an E.I.N.**  
After reviewing each of the steps click *“PTA/PTO or School Organization”* and continue. The next page will provide information on *“PTA/PTO or School Organization,”* after reviewing this page click continue.
6. **(Step 5) Submit the following information to the IRS to let them know who is requesting the information**
  1. First Name
  2. Last Name
  3. SSN/TIN – Your social security number will **not** be connected with the bank account, it is just to verify that you are who you say you are
  4. Responsible Party – Depending on your position in the organization, you will click one of the following:
    - i. *“I am a responsible and duly authorized officer or member of this organization”*
    - ii. *“I am a third party applying for an E.I.N on behalf of the organization”*Click continue



## 7. (Step 6) Enter your organization's address and mailing information.

You will need to enter the following information for your organization's application:

- Street
- City
- State
- ZIP code
- Phone number
- Who the mail is directed to (optional)
- Additional addresses

If your organization does not have a current mailing address, you will need to get a P.O. Box and SLU Box to list as the organization's address.

Click Continue after adding this information.

## 8. (Step 7) Verify the address you added in the previous step

Once you verify the address you can click one of the following before moving to the next step.

- *"Edit Physical Location"*
  - Click to update the address you added
- *"Accept As Entered"*
  - All information you entered is correct
- *"Accept Database Version"*
  - The examples provided above this button are sections of the address found in the IRS database

## 9. (Step 8) Provide specific information to the IRS about your student organization

- Legal name of the school organization
- Trade name/doing business as (optional)
- County (parish) where the school organization is located
- State where the school organization is located
- Date of when the business started or acquired
  - Add time frame of when your organization formed or when approved by the Office for Student Engagement

Click continue once information is added

## 10. (Step 9) Additional Details

You will need to answer "yes" or "no" for the following questions

- Does your business own a highway motor vehicle with a taxable gross weight of 55,000 pounds or more?
- Does your business involve gambling/wagering?



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- Does your business need to file Form 720 (Quarterly Federal Excise Tax Return)?
- Does your business sell or manufacture alcohol, tobacco, or firearms?
- Do you have, or do you expect to have any employees who will receive Forms W-2 in the next 12 months?

Click continue once information is added.

## 11. (Step 10) Further Additional Details

You will need to choose ONE category that best describes your organization

- You will need to click “other” for this section

Click continue once information is added

**(Step 11) Click “*Organization*”** (such as religious, environmental, social, civil, athletic, etc.)

Click continue once information is added

## **(Step 12) Primary Activity of your organization**

Click what you believe is the best option and briefly state the organization’s purpose

Click continue once information is added

## 12. (Step 13) E.I.N. Confirmation

You have two options for receiving your confirmation letter, select one of the following:

- 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

**Once you confirm how you will receive the organization’s E.I.N you can press “*continue >>*” to review the information entered in the application before submitting the application**

At any time you need to start over or exit the application process scroll to the top of the page and click one of the following options:

1. “*Apply for New E.I.N.*”
2. “*Exit*”