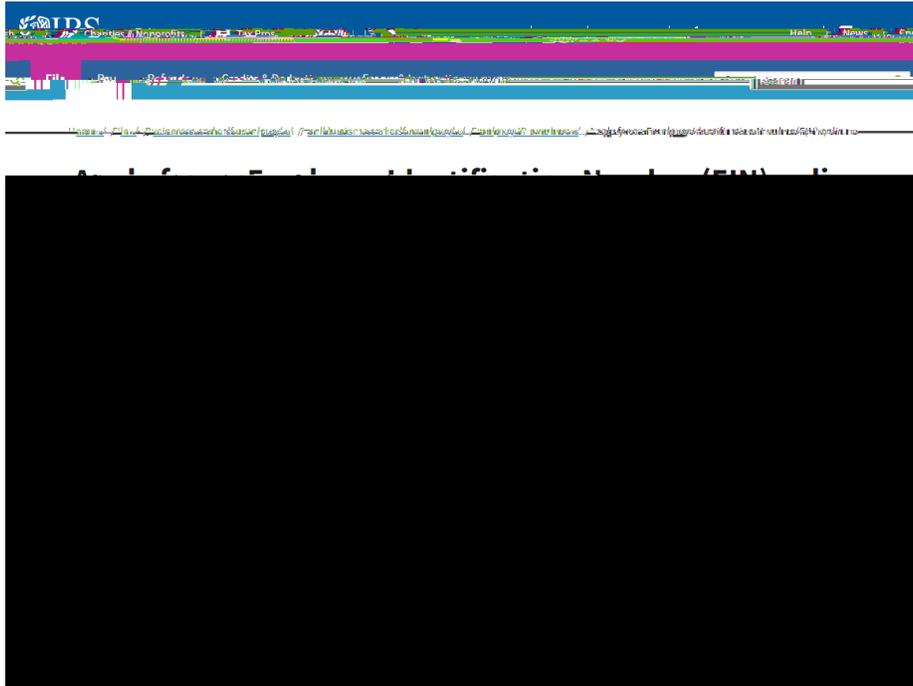
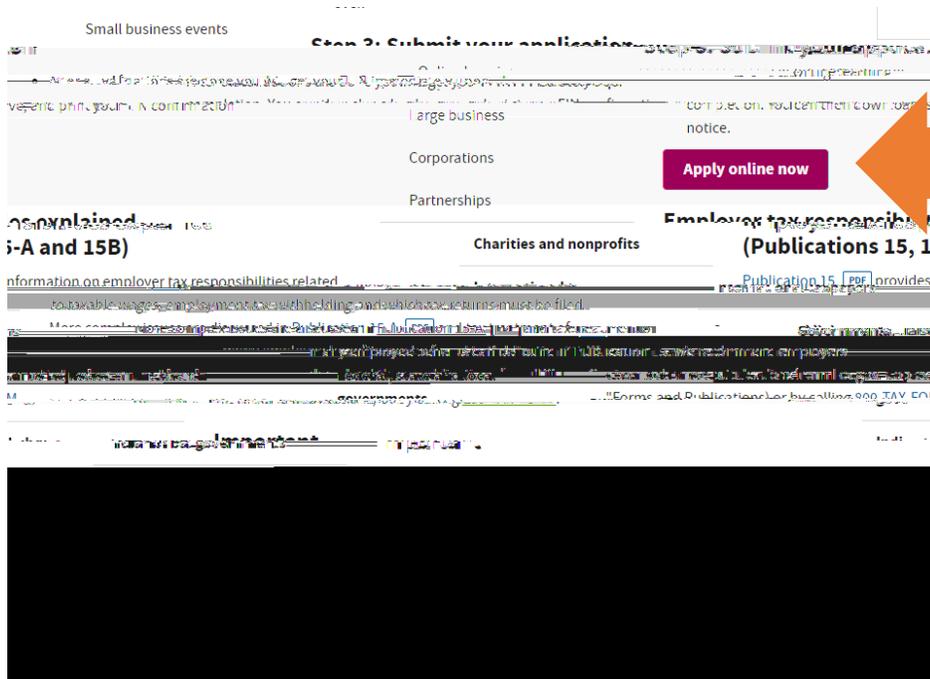


Employer Identification Number (EIN) Step-By-Step Guide

1. Navigate to the [IRS Application for an Employer Identification Number \(EIN\) online](#) and review the information on the webpage

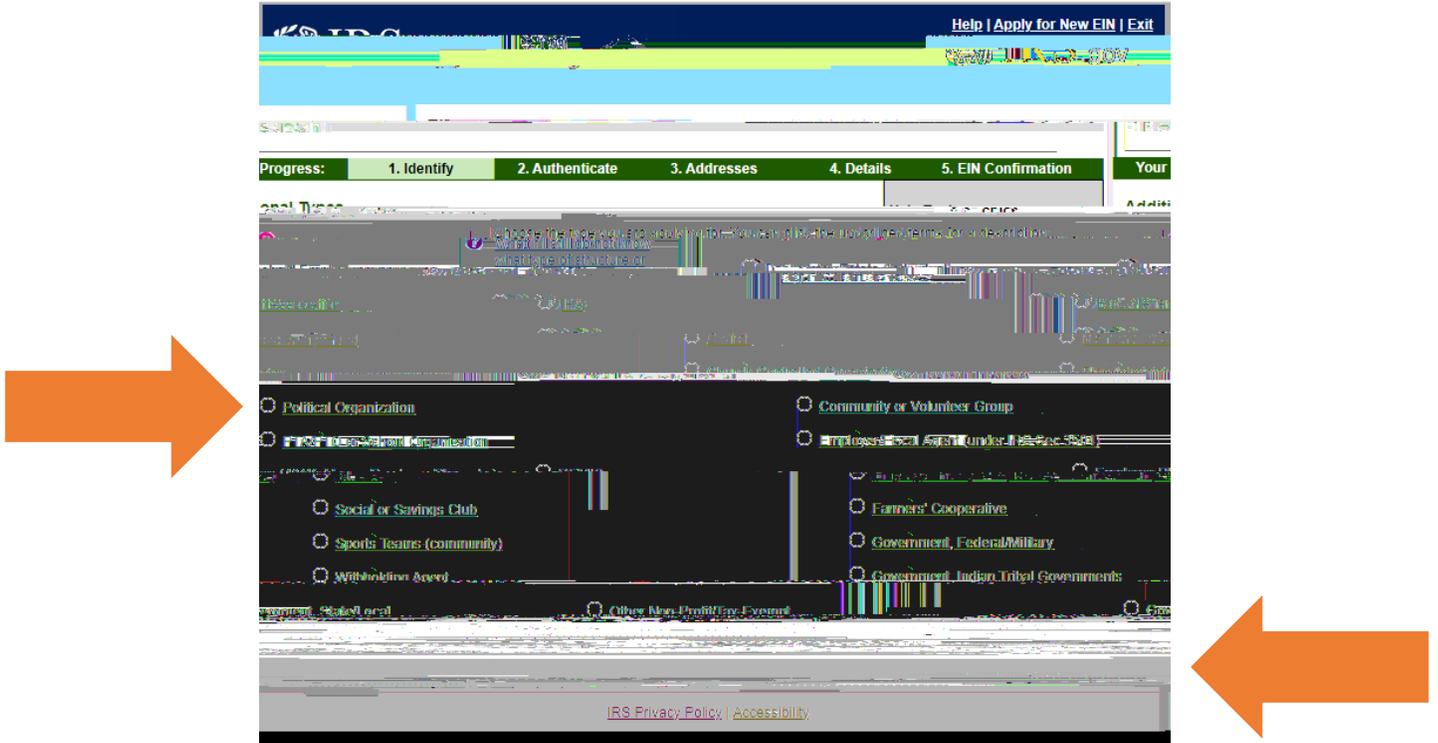


2. Click on the blue "Apply online now" button under Step 3 from the webpage

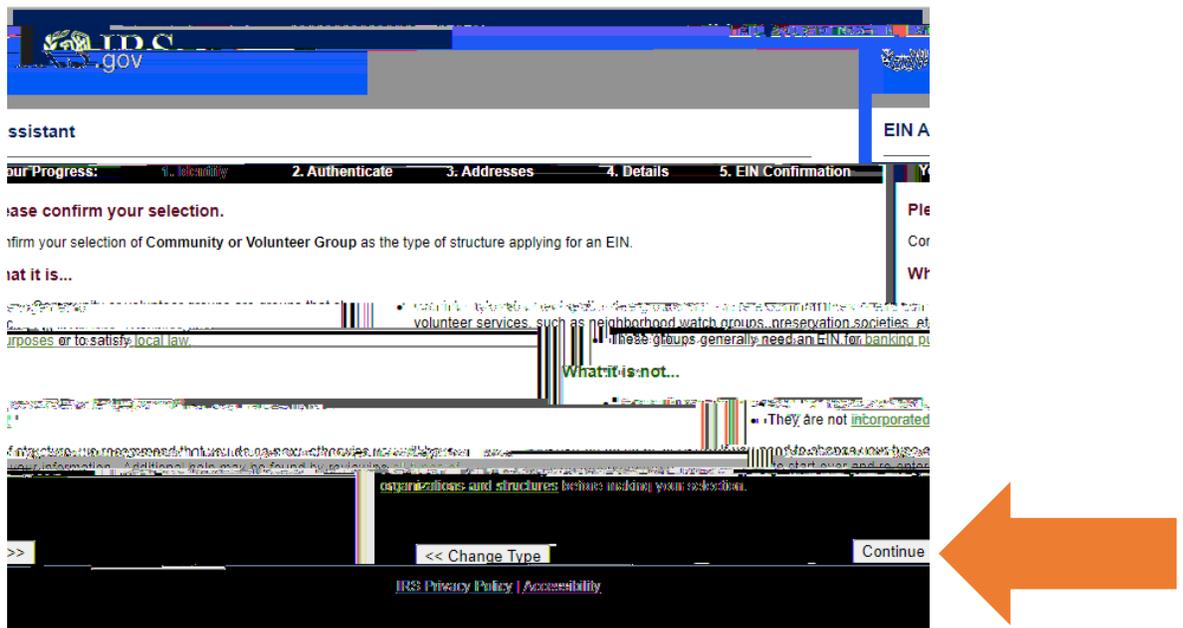


3. On

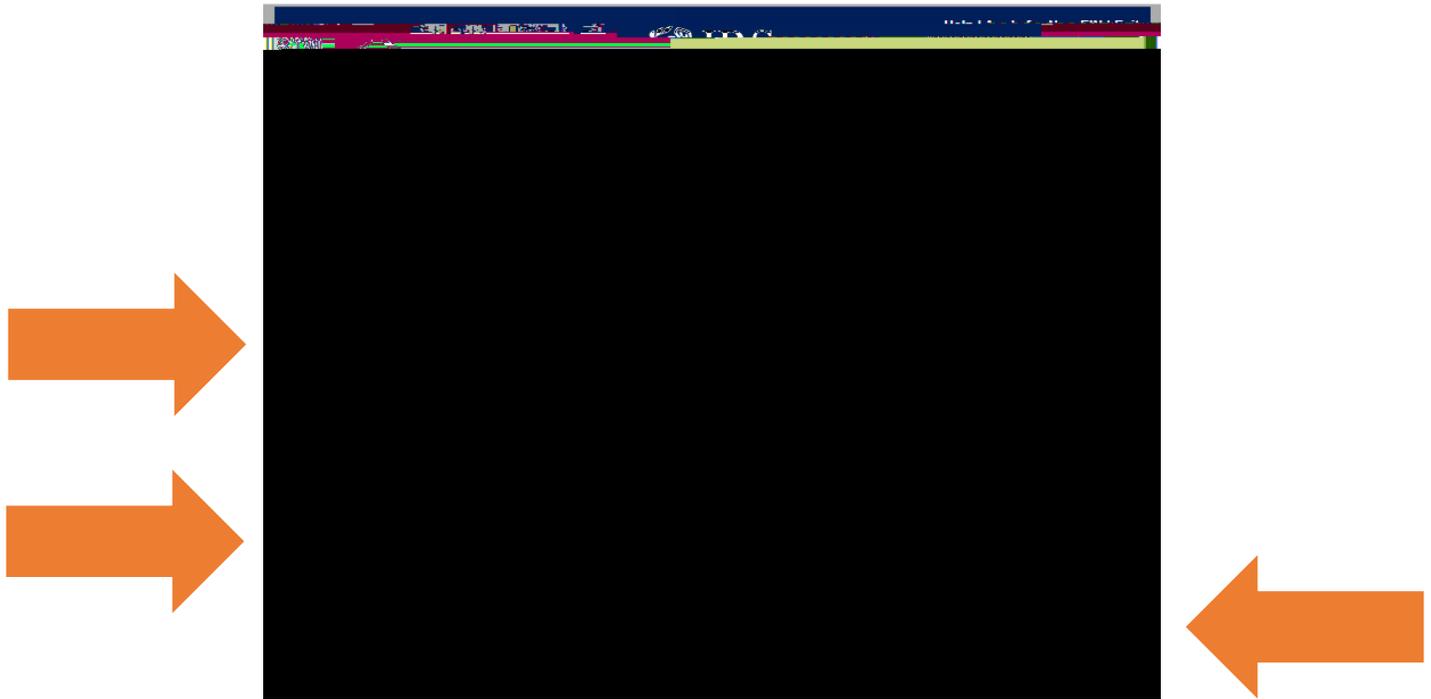
- If you selected the last option on the previous page, you will advance to a new page where you click the different options for additional information. Most student organizations will select "Community or Volunteer Group." Once you make your selection, click "Continue>>"



- Confirm your selection by clicking "Continue>>" on the next page



7. Now you will enter information about the Responsible Party for this EIN request. Usually, the responsible party would be the President or the Treasurer of the student organizations. Note* The Responsible Party must have an SSN/ITIN to make this request for an EIN with the IRS. Once the top blanks are filled in, you will choose one of the options, usually the first option "I am a responsible and duly authorized officer or member of this organization." Then click "Continue>>"



8. After this step, the website will ask you for information about addresses associated with the request. List an address where you want to receive official mail for the student organization, usually the personal address of an organization officer or advisor. The IRS will mail you a hard copy of your EIN, that is why they ask for an address. This is likely the only time they will contact you through the mail. The IRS may also ask for an email address.
 - The address cannot be the Student Involvement, Fraternity & Sorority Life, Club Sports, or College of Osteopathic Medicine, as a university department cannot accept mail for a student organization.
 - Make sure you use your organization's official name on record when you were approved. The use of SHSU, Sam Houston, or Sam Houston State University cannot be used within your organization's name on an EIN application.
 - Screenshots cannot be provided for these final steps, but if you follow all the prompts and finish the process, you will be set.

