

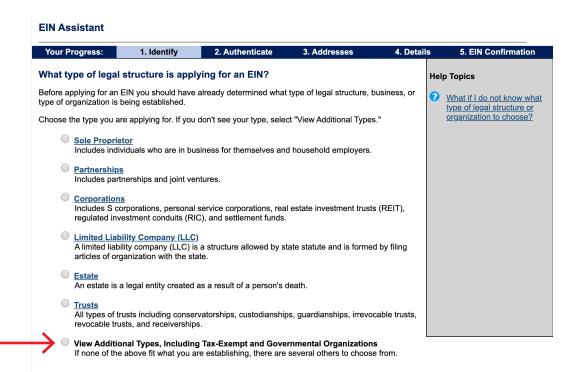
## **DIY Guide for Obtaining an EIN**

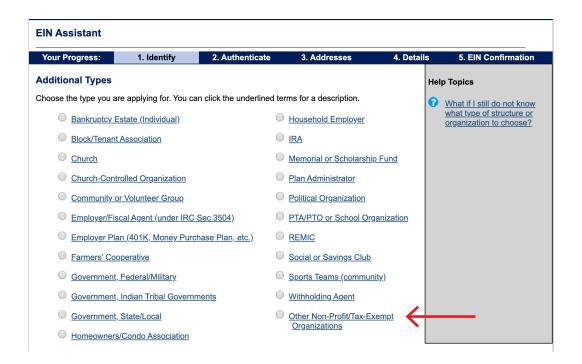
The EIN (Employer Identification Number), also known as a TIN (Taxpayer Identification Number), is essentially a Social Security number for a business. This number is needed to file a tax return, open a bank account, and file an application for tax exemption.

**Practice tip:** The application for the EIN is called the SS-4 and the EIN letter itself is the CP-575.

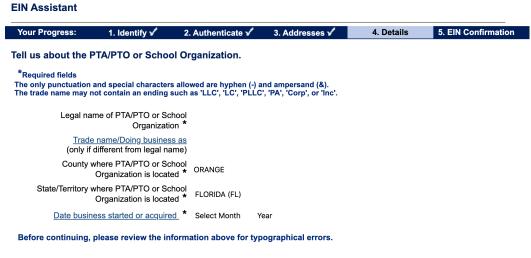
## To get started, you will need:

- > The legal name of the organization
- > The physical address of the organization
- > An officer or director's name, phone number, and Social Security number (SSN)
- Step 1. Access the IRS EIN website. This can be completed by doing an internet search for "IRS EIN" or by going to the IRS website.
- Step 2. Select the appropriate type of organization. If you do not see your specific type of organization listed, it is acceptable to choose "Other Non-Profit/Tax-Exempt Organizations."



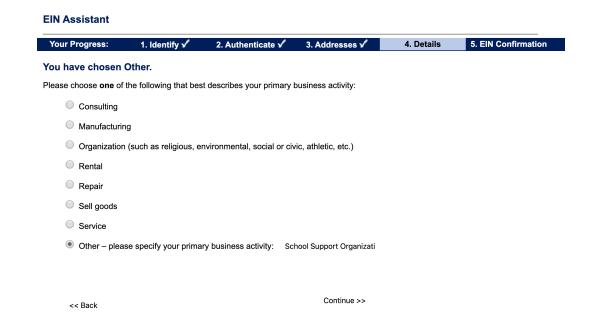


- **Step 3. Provide responsible party information.** Type in the name of the officer providing the SSN and choose the option that most closely reflects the relationship to the organization. The SSN is a one-time instance. This is required because it allows the IRS to confirm an actual person is applying for the EIN.
- **Step 4. Type in the organization's basic information.** You must provide a physical address a P.O. box will not suffice showing the organization will be operating within the United States.
- Step 5. Type in the organization name and formation date. Enter identifying information of the organization.



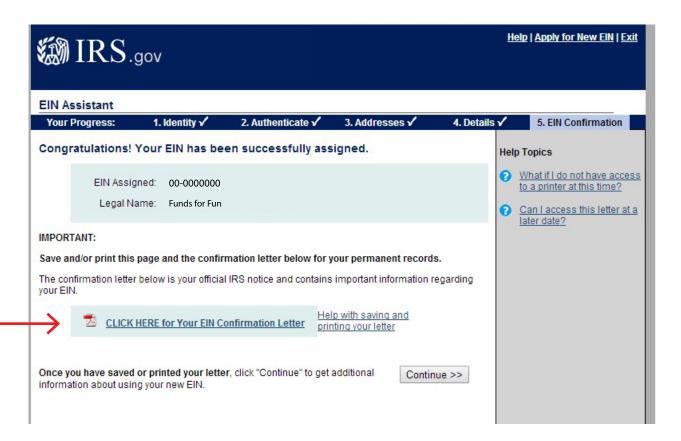
**Practice tip:** The start date is the month and year the organizing documents were filed or signed, such as, your Articles of Incorporation approval date.

- Step 6. Continue moving through the form answering questions. There is a short series of questions about various business practices. Answer the questions honestly. They are not designed to trick anyone.
- Step 7. Choose the type of nonprofit. The simplest thing to do is choose "Other" and in as few words as possible indicate the type of organization (e.g., Animal Rescue, Fire Safety).



**Step 8. Choose the delivery type.** If you elect to receive the form electronically, you will be able to download a copy immediately when the application is submitted and approved.

**Step 9. Save the document.** Be sure to save the actual CP-575 and not the web page itself. This is very important, as the IRS does not reissue the original CP-575. It is vital to click the link to download the EIN letter. In our experience, it is best to right click and "print to a PDF," as saving the document may save the link rather than the document itself.



**Congratulations!** You have obtained an EIN. Now you can go to your bank with the CP-575 and your approved Articles of Incorporation and open a bank account!



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