How to Apply for an EIN

1. Go to IRS.gov website
2. Type EIN in the search bar on the page.
3. On the next page, click "Apply for an Employer Identification Number (EIN) online.
4. On the next page, click the blue button that says "Apply Online Now".
5. On the next page, click the begin application button.
6. On the next page, select "View Additional Types...", and click continue.
7. On the next page, select Other Non-Profit/Tax-Exempt organizations, and click continue.
8. On the next page, click continue.
9. On the next page, select banking purposes, and click continue.
10. On the next page, complete the form. Put in the first and last name of the person completing the form, along with the social security number of the person completing the form (this does not attach anything to you individually), and select "I am a responsible and duly authorized...", and click continue.
11. On the next page, put in the address where the organization should receive mail. Preferably use the university address for when leadership changes in the organization, you do not need to update the organization address with the IRS. After filling out this information, click continue.
12. On the next page, put the name of the organization (not an abbreviation of the name), Hunt County, State of Texas, and put the date the organization will start (this will be when your registration is approved, so put 1 month away from the date you are filling out the EIN form).
13. On the next page, select no for each answer, and click continue.
14. On the next page, select other, and click continue.
15. On the next page, select Organization, and click continue.
16. On the next page, select social (unless your organization is environmental, religious, or athletic), and then specify by typing "student organization" in the box next to the classification.
17. On the next page, select receive letter online. This will provide you with the EIN on the next page. Make sure you download and save the EIN letter.