How to Request an EIN

1. Visit the IRS website or type IRS EIN request in your search browser. EIN Individual Request- Online Application

2. Click "Begin Application"



- You must complete this application in one session, as you will **not** be able to save and return at a later time.
- · For security purposes, your session will expire after 15 minutes of inactivity, and you will need to start over.
- You will receive your EIN immediately upon verification. When will I be able to use my EIN?
- If you wish to receive your confirmation letter online, we strongly recommended that you install Adobe Reader before beginning the application if it is not already installed.

Restrictions

- Effective May 21, 2012, to ensure fair and equitable treatment for all taxpayers, the Internal Revenue Service will limit Employer
 Identification Number (EIN) issuance to one per responsible party per day. This limitation is applicable to all requests for EINs whether
 online or by phone, fax or mail. We apologize for any inconvenience this may cause.
- If a third party designee (TPD) is completing the online application on behalf of the taxpayer, the taxpayer must authorize the third party
 to apply for and receive the EIN on his or her behalf.
- The business location must be within the United States or <u>U.S. territories</u>.
- · Foreign filers without an Individual Taxpayer Identification Number (ITIN) cannot use this assistant to obtain an EIN.
- If you were incorporated outside of the United States or the U.S. territories, you cannot apply for an EIN online. Please call us at 267-941-1099 (this is not a toll free number).

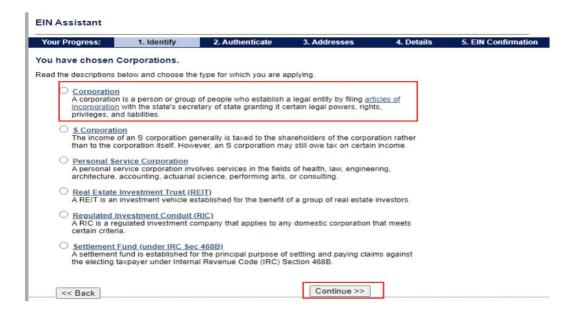
Begin Application >>

If you are not comfortable sending information via the Internet, download the Form SS-4 PDF file and the instructions for alternative ways of applying.

3. All organizations on campus must select "Corporation"

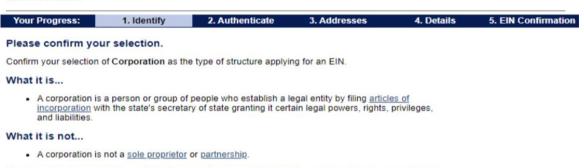
Your Progress:	1. Identify	2. Authenticate	3. Addresses	4. Details	5. EIN Confirmation	
Vhat type of legal structure is applying for an EIN?					Help Topics	
Before applying for an EIN you should have already determined what type of legal structure, business, or type of organization is being established.				business, or	What if I do not know what type of legal structure or organization to choose?	
thoose the type you a	s."					
Sole Propri Includes indi		usiness for themselves an	d household employers.			
Partnership Includes par	<u>s</u> tnerships and joint ve	entures.				
	orporations, persona	I service corporations, rea IC), and settlement funds.		s (REIT),		
A limited liab	bility Company (LLC) i ility company (LLC) i ganization with the s	s a structure allowed by s	tate statute and is forme	d by filing		
Estate An estate is	a legal entity created	as a result of a person's	death.			
	rusts including conse ists, and receivership	ervatorships, custodianship os.	os, guardianships, irrevo	cable trusts,		
		ng Tax-Exempt and Gove are establishing, there are				

4. For the type of corporation, select "Corporation"



5. Select "Continue"

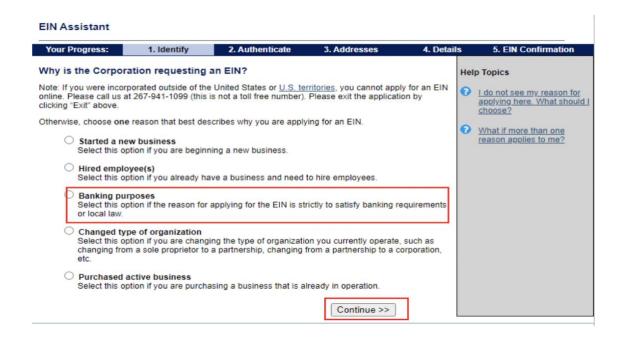
EIN Assistant



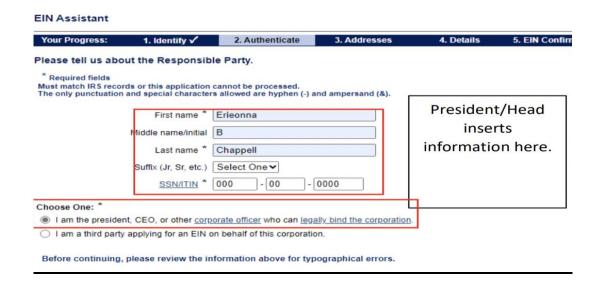
If you need to change your type of structure, we recommend that you do so **now**, otherwise you will have to start over and re-enter your information. Additional help may be found by reviewing <u>all types of organizations and structures</u> before making your selection.

<< Change Type Continue >>

6. Select for "Banking Purposes"



- 7. Fill out all the required information. It is recommended that the current President, CEO, or head of your organization fills out this information. It is to verify that you are a U.S. citizen.
- 8. Select "I am the president, CEO, or other corporate officer who can legally bind the corporation."



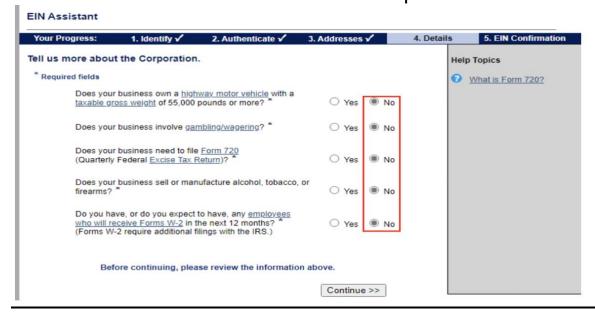
9. Insert Missouri State University's address and information, exactly as it is below.

Your Progress:	1. Identify √	2. Authenticate 🗸	3. Addresses	4. Details	5. EIN Confirmation
Vhere is the Corp	oration physicall	y located?			
* Required fields					
		eet and city are - and /. a P.O. box. For military add	resses click here.		
	Street * 901 S	National Ave			
	City * Springs	field			
State/U.S	S. territory * MISSO	OURI (MO)	•		
	ZIP code * 65897				
Phon	e number * 417	- 836 - 5772			
hould the mail be dire ommonly referred to a If yes, please e	as the "Care Of" name	rson or department within y	our organization? (This	is	
ii yoo, pidado (ontor name.				
Do you have an add from the above w		res No			

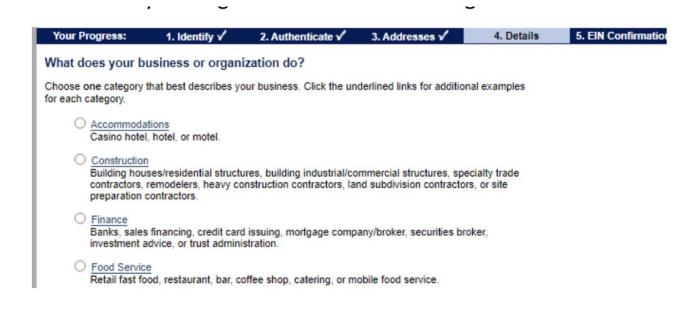
Put in the <u>official name</u> of your organization. If you are Boomer Fan Club, <u>DO NOT</u> put Boomer's Fantastic Fans. <u>Any month can be entered in the "Closing month of accounting year."</u>



11. Select "**NO**" for all the options below.



12. Select what your organization does. Most organizations will be "**Other**"



13. Select from the "Other" List if what your organization does is not listed on the first list. You can enter what category it is in the box.

Your Progress:	1. Identify ✓	2. Authenticate √	3. Addresses √	4. Details	5. EIN Confirmation
You have chosen	Other.				
Please choose one of	the following that bes	t describes your primary i	ousiness activity:		
O Consulting					
O Manufacturi	ng				
Organization	(such as religious, e	nvironmental, social or civ	vic, athletic, etc.)		
O Rental					
Repair					
O Sell goods					
O Service					
Other - plea	se specify your prima	ary business activity: Fa	an Club		

14. It is recommended that you choose the online version so you can easily find and locate the document whenever you need it.



15. From here, you confirm and verify that you have entered all the needed details and SUBMIT. If there are any questions, feel free to contact OSEIA@missouristate.edu.