


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”

Help | Apply for New EIN | Exit

EIN Assistant

Important Information Before You Begin

Use this assistant to apply for and obtain an Employer Identification Number (EIN).
[Do I need an EIN?](#)
[Do I need a new EIN?](#)

For help or additional information on any topic, click the underlined key words, or view Help Topics on the right side of the screen. Make sure that pop-ups are allowed from this site.

About the EIN Assistant

- 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.S. territories](#).
- 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”

EIN Assistant

Your Progress:	1. Identify	2. Authenticate	3. Addresses	4. Details	5. EIN Confirmation
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What type of legal structure is applying for an EIN?

Before applying for an EIN you should have already determined what type of legal structure, business, or type of organization is being established.

Choose the type you are applying for. If you don't see your type, select "View Additional Types."

- ☐ [Sole Proprietor](#)
Includes individuals who are in business for themselves and household employers.
- ☐ [Partnerships](#)
Includes partnerships and joint ventures.
- ☐ [Corporations](#)
Includes S corporations, personal service corporations, real estate investment trusts (REIT), regulated investment conduits (RIC), and settlement funds.
- ☐ [Limited Liability Company \(LLC\)](#)
A limited liability company (LLC) is a structure allowed by state statute and is formed by filing articles of organization with the state.
- ☐ [Estate](#)
An estate is a legal entity created as a result of a person's death.
- ☐ [Trusts](#)
All types of trusts including conservatorships, custodianships, guardianships, irrevocable trusts, revocable trusts, and receiverships.
- ☐ [View Additional Types, Including Tax-Exempt and Governmental Organizations](#)
If none of the above fit what you are establishing, there are several others to choose from.

Help Topics
[What if I do not know what type of legal structure or organization to choose?](#)

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4. For the type of corporation, select “Corporation”

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You have chosen Corporations.

Read the descriptions below and choose the type for which you are applying.

☐ **Corporation**
A corporation is a person or group of people who establish a legal entity by filing [articles of incorporation](#) with the state's secretary of state granting it certain legal powers, rights, privileges, and liabilities.

☐ **S Corporation**
The income of an S corporation generally is taxed to the shareholders of the corporation rather than to the corporation itself. However, an S corporation may still owe tax on certain income.

☐ **Personal Service Corporation**
A personal service corporation involves services in the fields of health, law, engineering, architecture, accounting, actuarial science, performing arts, or consulting.

☐ **Real Estate Investment Trust (REIT)**
A REIT is an investment vehicle established for the benefit of a group of real estate investors.

☐ **Regulated Investment Conduit (RIC)**
A RIC is a regulated investment company that applies to any domestic corporation that meets certain criteria.

☐ **Settlement Fund (under IRC Sec 468B)**
A settlement fund is established for the principal purpose of settling and paying claims against the electing taxpayer under Internal Revenue Code (IRC) Section 468B.

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5. Select “Continue”

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Please confirm your selection.

Confirm your selection of **Corporation** as the type of structure applying for an EIN.

What it is...

- A corporation is a person or group of people who establish a legal entity by filing [articles of incorporation](#) with the state's secretary of state granting it certain legal powers, rights, privileges, and liabilities.

What it is not...

- A corporation is not a [sole proprietor](#) or [partnership](#).

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 [all types of organizations and structures](#) before making your selection.

[<< Change Type](#) [Continue >>](#)

6. Select for “Banking Purposes”

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Why is the Corporation requesting an EIN?

Note: If you were incorporated outside of the United States or [U.S. territories](#), you cannot apply for an EIN online. Please call us at 267-941-1099 (this is not a toll free number). Please exit the application by clicking “Exit” above.

Otherwise, choose one reason that best describes why you are applying for an EIN.

- ☐ **Started a new business**
Select this option if you are beginning a new business.
- ☐ **Hired employee(s)**
Select this option if you already have a business and need to hire employees.
- ☒ **Banking purposes**
Select this option if the reason for applying for the EIN is strictly to satisfy banking requirements or local law.
- ☐ **Changed type of organization**
Select this option if you are changing the type of organization you currently operate, such as changing from a sole proprietor to a partnership, changing from a partnership to a corporation, etc.
- ☐ **Purchased active business**
Select this option if you are purchasing a business that is already in operation.

[Continue >>](#)

Help Topics

- [I do not see my reason for applying here. What should I choose?](#)
- [What if more than one reason applies to me?](#)

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.”

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Please tell us about the Responsible Party.

* Required fields
Must match IRS records or this application cannot be processed.
The only punctuation and special characters allowed are hyphen (-) and ampersand (&).

First name *
Middle name/initial
Last name *
Suffix (Jr, Sr, etc.)
SSN/ITIN * - -

Choose One: *

- ☒ I am the president, CEO, or other [corporate officer](#) who can [legally bind the corporation](#).
- ☐ I am a third party applying for an EIN on behalf of this corporation.

Before continuing, please review the information above for typographical errors.

President/Head inserts information here.

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

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Where is the Corporation physically located?

* Required fields

The only special characters allowed for street and city are - and /.

Note: Must be a U.S. address. Do not enter a P.O. box. [For military addresses click here.](#)

Street * 901 S National Ave

City * Springfield

State/U.S. territory * MISSOURI (MO)

ZIP code * 65897

Phone number * 417 - 836 - 5772

Should the mail be directed to a specific person or department within your organization? (This is commonly referred to as the "Care Of" name.)

If yes, please enter name:

Do you have an address different from the above where you want your mail to be sent? * ☐ Yes ☒ No

Before continuing, please review the information above for typographical errors.

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

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Tell us about the Corporation.

* Required fields

The only punctuation and special characters allowed are hyphen (-) and ampersand (&).
The legal name may not contain any of the following endings: LLC, PLLC, LC.
The trade name may not contain an ending such as 'LLC', 'LC', 'PLLC', 'PA', 'Corp', or 'Inc'.

Legal name of Corporation (must match articles of incorporation, if filed) * Boomer Fan Club

Trade name/Doing business as (only if different from legal name) *

County where Corporation is located * GREENE

State/Territory where Corporation is located * MISSOURI (MO)

State/Territory where articles of incorporation are (or will be) filed * MISSOURI (MO)

Date Corporation started or acquired * AUGUST 2018

Closing month of accounting year * AUGUST

Date your org was founded.

Any month can be entered here.

Before continuing, please review the information above for typographical errors.

Continue >>

11. Select “NO” for all the options below.

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Tell us more about the Corporation.

* Required fields

Does your business own a highway motor vehicle with a taxable gross weight of 55,000 pounds or more? *

☐ Yes ☒ No

Does your business involve gambling/wagering? *

☐ Yes ☒ No

Does your business need to file Form 720 (Quarterly Federal Excise Tax Return)? *

☐ Yes ☒ No

Does your business sell or manufacture alcohol, tobacco, or firearms? *

☐ Yes ☒ No

Do you have, or do you expect to have, any employees who will receive Forms W-2 in the next 12 months? * (Forms W-2 require additional filings with the IRS.)

☐ Yes ☒ No

Before continuing, please review the information above.

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Help Topics

[What is Form 720?](#)

12. Select what your organization does. Most organizations will be “Other”

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What does your business or organization do?

Choose one category that best describes your business. Click the underlined links for additional examples for each category.

☐ Accommodations
Casino hotel, hotel, or motel.

☐ Construction
Building houses/residential structures, building industrial/commercial structures, specialty trade contractors, remodelers, heavy construction contractors, land subdivision contractors, or site preparation contractors.

☐ Finance
Banks, sales financing, credit card issuing, mortgage company/broker, securities broker, investment advice, or trust administration.

☐ Food Service
Retail fast food, restaurant, bar, coffee shop, catering, or mobile food service.

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.

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You have chosen Other.

Please choose one of the following that best describes your primary business activity:

- ☐ Consulting
- ☐ Manufacturing
- ☐ Organization (such as religious, environmental, social or civic, athletic, etc.)
- ☐ Rental
- ☐ Repair
- ☐ Sell goods
- ☐ Service
- ☒ Other – please specify your primary business activity:

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

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How would you like to receive your EIN Confirmation Letter?

You have two options for receiving your confirmation letter. Please choose one below:

☒ 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.

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.