

This is a step by step instructional guide to setting up an EIN number a for Family Readiness Group's informal fund account.

Please note some guidelines have changed. One Signer on the bank account must be listed as the Individual responsible for the EIN. When a treasurer leaves a unit the commander will need to issue a memorandum to the IRS noting the change on the EIN account.

This guide will go through step by step how to set up an FRG EIN.

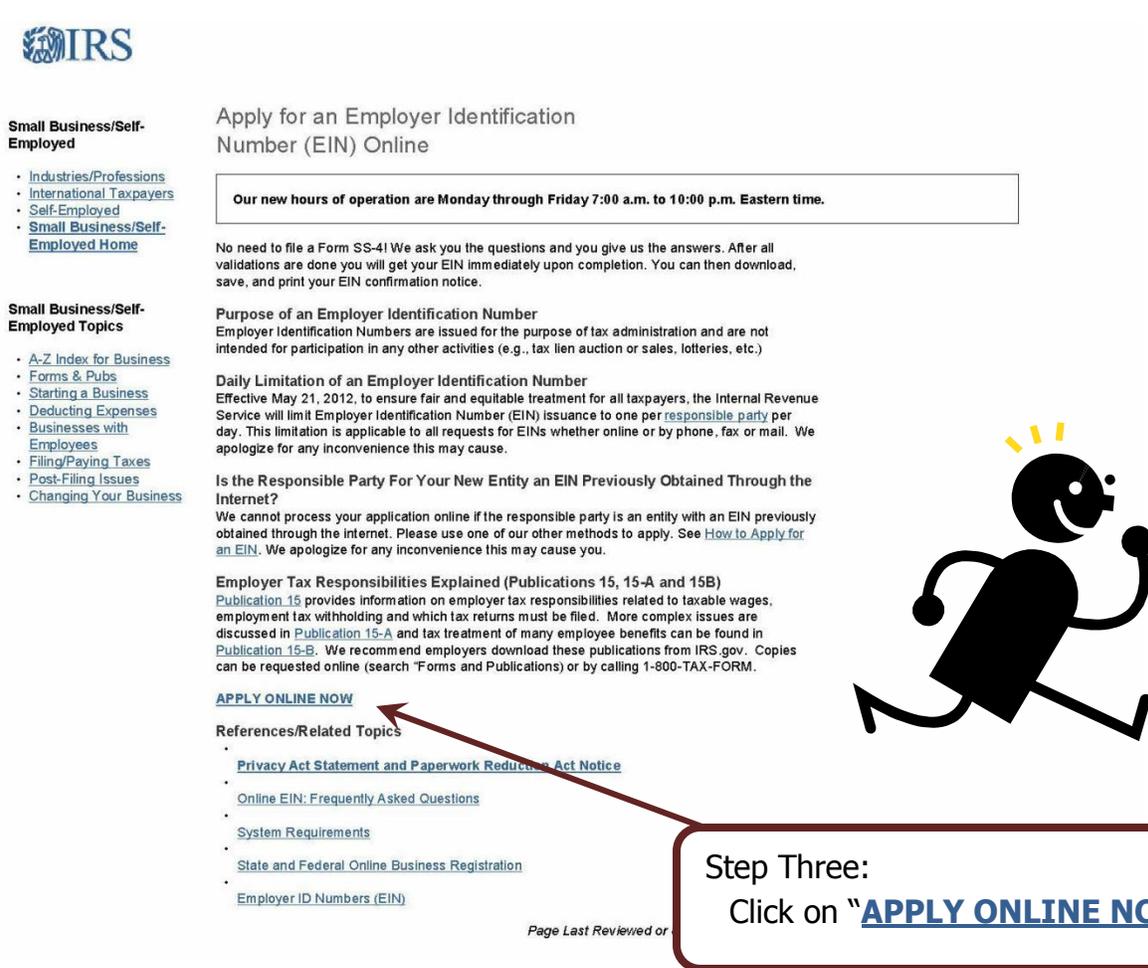
Step One:

Open internet explorer and go to [www.irs.gov](http://www.irs.gov)

Step Two:

At the top of the page you will see four pictures of different people. Click on the second picture where it states "I need to apply for an EIN"

The window browser will open to the page pictured below



**Small Business/Self-Employed**

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## Apply for an Employer Identification Number (EIN) Online

**Our new hours of operation are Monday through Friday 7:00 a.m. to 10:00 p.m. Eastern time.**

No need to file a Form SS-4! We ask you the questions and you give us the answers. After all validations are done you will get your EIN immediately upon completion. You can then download, save, and print your EIN confirmation notice.

**Purpose of an Employer Identification Number**  
Employer Identification Numbers are issued for the purpose of tax administration and are not intended for participation in any other activities (e.g., tax lien auction or sales, lotteries, etc.)

**Daily Limitation of an Employer Identification Number**  
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.

**Is the Responsible Party For Your New Entity an EIN Previously Obtained Through the Internet?**  
We cannot process your application online if the responsible party is an entity with an EIN previously obtained through the internet. Please use one of our other methods to apply. See [How to Apply for an EIN](#). We apologize for any inconvenience this may cause you.

**Employer Tax Responsibilities Explained (Publications 15, 15-A and 15B)**  
[Publication 15](#) provides information on employer tax responsibilities related to taxable wages, employment tax withholding and which tax returns must be filed. More complex issues are discussed in [Publication 15-A](#) and tax treatment of many employee benefits can be found in [Publication 15-B](#). We recommend employers download these publications from [IRS.gov](#). Copies can be requested online (search "Forms and Publications") or by calling 1-800-TAX-FORM.

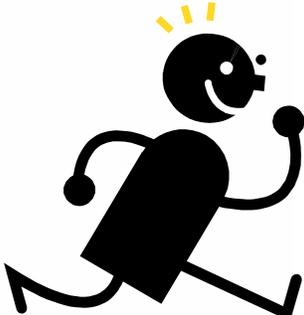
[APPLY ONLINE NOW](#)

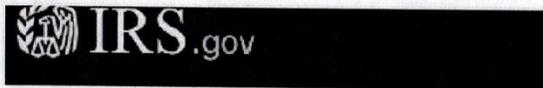
**References/Related Topics**

- [Privacy Act Statement and Paperwork Reduction Act Notice](#)
- [Online EIN: Frequently Asked Questions](#)
- [System Requirements](#)
- [State and Federal Online Business Registration](#)
- [Employer ID Numbers \(EIN\)](#)

Page Last Reviewed or

**Step Three:**  
Click on "[APPLY ONLINE NOW](#)"





### 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

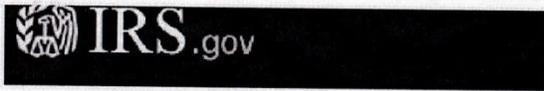
- Effective May 21, 2012, to ensure fair and equitable treatment for all taxpayers, the Internal Revenue Service will limit Employer Identification Number (EIN) issuance to one per responsible party per day. This limitation is applicable to all requests for EINs whether online or by phone, fax or mail. 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.

Step Four:  
Click on Begin  
Application





**EIN Assistant**

Your Progress:      **1. Identify**      2. Authenticate      3. Addresses      4. Details      5. EIN Confirmation

**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 employees.
- 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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Step Five:  
Mark the circle for View Additional types  
Then Click Continue.





**EIN Assistant**

Your Progress:      **1. Identify**      2. Authenticate      3. Addresses      4. Details      5. EIN Confirmation

**Additional Types**

Choose the type you are applying for. You can click the underlined terms for a description.

- [Bankruptcy Estate \(Individual\)](#)
- [Block/Tenant Association](#)
- [Church](#)
- [Church-Controlled Organization](#)
- [Community or Volunteer Group](#)
- [Employer/Fiscal Agent \(under IRC Sec 3504\)](#)
- [Employer Plan \(401K, Money Purchase Plan, etc.\)](#)
- [Farmers' Cooperative](#)
- [Government, Federal/Military](#)
- [Government, Indian Tribal Governments](#)
- [Government, State/Local](#)
- [Homeowners/Condo Association](#)
- [Household Employer](#)
- [IRA](#)
- [Memorial or Scholarship Fund](#)
- [National Guard](#)
- [Plan Administrator](#)
- [Political Organization](#)
- [PTA/PTO or School Organization](#)
- [REMIC](#)
- [Social or Savings Club](#)
- [Sports Teams \(community\)](#)
- [Withholding Agent](#)
- [Other Non-Profit/Tax-Exempt Organizations](#)

**Help Topics**

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

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Step 6:  
Mark the circle for  
[Government, Federal/Military](#)  
Then click Continue





**EIN Assistant**

Your Progress:      **1. Identify**      2. Authenticate      3. Addresses      4. Details      5. EIN Confirmation

Please confirm your selection.

Confirm your selection of **Government, Federal/Military** as the type of structure applying for an EIN.

**What it is...**

- The federal government includes all branches of the federal government system, such as the departments of: Treasury, Interior, Defense, etc.
- Military organizations include officers' clubs, enlisted men's clubs, NCO clubs, billeting funds, etc. All federal government/military agencies are direct employees of the federal government.

**What it is not...**

- You are not considered a federal government or military organization if you are a contractor doing business with the federal government or military.

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 >>

