



TEAM BROCKTON RLP

Applying for a Tax ID (EIN) Step-By-Step

PREPARE IN ADVANCE:

1. Have the name of your association ready to enter
2. Have one individual who is willing to file the request using his or her personal information, including social security number and address
3. Have a physical location/street address for the person filling out the form
4. Have a mailing address (if different) for the person filling out the form

CAUTION: There are many sites online that **CHARGE** you to do this. **MAKE SURE YOU GO TO THE IRS** site so you can do it **FOR FREE**

This is a page by page, step by step guide to enter your information:

1. Go to this site:

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

2. Click the blue box **APPLY ONLINE NOW**
3. Click the box **BEGIN APPLICATION**
4. Choose “View different types”, the last choice in the list
5. Chose **BLOCK OR TENANT ASSOCIATION**
6. Chose **CONTINUE**
7. Enter your **FIRST NAME – LAST NAME –** and Social Security number
8. Choose **I AM A RESPONSIBLE OFFICER OR MEMBER OF THIS ORGANIZATION**
9. Where is the Responsible Party physically located?
Enter **YOUR PERSONAL** address and phone number
10. If you use a mailing address, like a PO Box, click that button and enter

11. Enter the **NAME** of the Association
12. Enter the **COUNTY** and the **DATE** you are starting (month and year)
13. Now you will come to a series of questions on one page to answer:

Does your association own a vehicle? NO
 Involve Gambling? No
 File an excise tax return? NO
 Sell alcohol? No
 Have employees that you will pay and file a w-2 for? NO

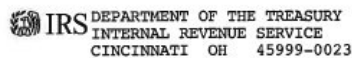
14. Choose a category that describes your business
 CHOOSE **OTHER**, last one on the list
15. Choose one of the following that describes you
 CHOOSE **OTHER** and type in CIVIC ENGAGEMENT or
 COMMUNITY BUILDING
16. Do you want to get your letter by email/online? (You need Adobe to read it)
 OR do you want to get it via the mail?
17. The **LAST PAGE** is the summary page – review all of your information, and if it is correct, hit **SUBMIT**

You will be prompted for an email address if you picked online above..

You should get your EIN within about a week.

This **DOES NOT MEAN** you are tax exempt. This just means that you have a tax identification number that will make the bank happy.

If you want to apply to be tax-exempt, or a 501c3, it is a complicated process with both federal and state filings and fees up to about \$1400.



HEARING LOSS ASSOCIATION OF AMERICA
 Chapter's Name
 Chapter's Street/Mailing Address
 City State Zip

Date of this notice: MO-DY-YEAR

Employer Identification Number: XX-XXXXXXX

Form: SS-4

Number of this notice: XX ### X

For assistance you may call us at: 1-800-829-4933

IF YOU WRITE, ATTACH THE STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN XX-XXXXXXX. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing. result in incorrect information in your account, or even