APPLYING FOR YOUR CHURCH'S FEDERAL TAX ID (EIN)

To file for an EIN please go to:

https://sa.www4.irs.gov/modiein/individual/index.jsp



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). <u>Do I need an EIN?</u> <u>Do I need a new EIN?</u>

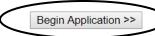
For help or additional information on any topic, click the underlined key words, or view Help Topics on the right side of the screen. Make sure that pop-ups are allowed from this site.

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 <u>Adobe Reader</u> 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).



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



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 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.

<u>Limited Liability Company (LLC)</u>

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.

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Help Topics

What if I do not know what type of legal structure or organization to choose?



Your Progress:	1. Identify	2. Authenticate	3. Addresses	4. Details	5. EIN Confirmation
dditional Types					Help Topics
hoose the type you are	e applying for. You ca	n click the underlined te	rms for a description.		What if I still do not know
Bankruptcy E	state (Individual)		Household Employer		what type of structure or organization to choose?
Block/Tenant	Association		<u>IRA</u>		
Church			Memorial or Scholarsh	ip Fund	
Ohurch-Contr	olled Organization		National Guard		
O Community of	r Volunteer Group		Plan Administrator		
○ Employer/Fise	cal Agent (under IRC	Sec 3504)	Political Organization		
 Employer Pla 	n (401K, Money Purc	hase Plan, etc.)	PTA/PTO or School Or	ganization	
O Farmers' Coo	<u>perative</u>		REMIC		
O Government,	Federal/Military		Social or Savings Club		
O Government,	Indian Tribal Governr	ments C	Sports Teams (commu	nity)	
O Government,	State/Local		Withholding Agent		
O <u>Homeowners</u>	/Condo Association		Other Non-Profit/Tax-E Organizations	xempt	
<< Back			Continue >>		



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

Please confirm your selection.

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

What it is...

- The term "church" includes any organization claiming to be a church and any convention or association of churches. The word "church" also includes temples, mosques, and other houses of worship. Certain characteristics are generally attributed to churches. They include having a(n):
 - Distinct legal existence and religious history
 - Recognized creed, form of worship, and literature of its own
 - Definite and distinct ecclesiastical governance including a formal code of doctrine and discipline
 - Organization of ordained ministers, selected after completing prescribed courses of study
 - Established place of worship with regular congregations, religious services, and/or religious instruction for members.

What it is not...

 Churches typically do not include nondenominational ministries, interdenominational and ecumenical organizations, and other entities whose principal purpose is the study or advancement of religion.

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.







Your Progress: 1. Identify 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation Why is the Church requesting an EIN? **Help Topics** Choose one reason that best describes why you are applying for an EIN. ? I do not see my reason for applying here. What should I Started a new business choose? Select this option if you are beginning a new business. What if more than one Hired employee(s) reason applies to me? 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, Purchased active business Select this option if you are purchasing a business that is already in operation. Continue >>



EIN Assistant						
Your Progress:	1. Identify √	2. Authenticate	3. Addresses	4. Details	5. EIN Confirmation	
Please tell us abo	ut the Responsib	e Party.				
* Required fields Must match IRS recor The only punctuation		cannot be processed. s allowed are hyphen (-) a	and ampersand (&).			
	First name *	John				
	Middle name/initial					
	Last name *	Doe				
	Suffix (Jr, Sr, etc.)	Select One ▼				
	SSN/ITIN *	000 - 00 - 00	000			
Choose One: *						
I am a duly autho	rized member, officer	or employee of the orga	nization or government e	entity.		
I am a third party	applying for an EIN o	n behalf of this organizat	ion.			
Before continuing,	please review the in	formation above for typ	ographical errors.			
<< Back			Continue >>	\supset		

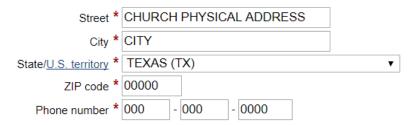


Your Progress: 1. Identify ✓ 2. Authenticate ✓ 3. Addresses 4. Details 5. EIN Confirmation

Where is the Church 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.



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: TREASURER'S NAME

Do you have an address different

from the above where you want your mail to be sent? * Ohoose either one that applies to your mail options

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





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

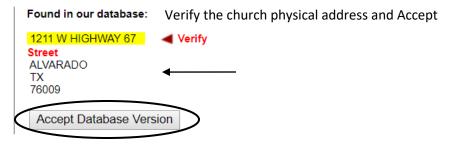
Verify your Physical Location.

We have reviewed the <u>physical location</u> and checked it against our database. You may edit the address, accept it as entered, or accept the database version.

You entered:

1211 HWY 67 WEST ALVARADO TX 76009

Edit Physical Location | Accept As Entered





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

Tell us about the Church.

*Required fields
The only punctuation and special characters allowed are hyphen (-) and ampersand (&).
The trade name may not contain an ending such as 'LLC', 'LC', 'PLLC', 'PA', 'Corp', or 'Inc'.

Legal name of Church *	CHURCH NAME
<u>Trade name/Doing business as</u> (only if different from legal name)	
County where Church is located *	COUNTY
State/Territory where Church is located *	TEXAS (TX)
Church start date *	JANUARY ▼ 2000

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





Your Progress	: 1. Identify 🗸	2. Authenticate 🗸	3. Addresses ✔	4. Detail	ls	5. EIN Confirmation
Tell us more a	bout the Church.				Help To	ppics
* Required field	s				? Wh	nat is Form 720?
	your business own a <u>high</u> ole gross weight of 55,000 p		O Yes	No		
Does	your business involve gam	ıbling/wagering? *	O Yes	No		
Does (Qua	your business need to file rterly Federal <u>Excise Tax R</u>	Form 720 eturn)? *	○ Yes ●	No		
Does firear	your business sell or manums? *	ufacture alcohol, tobacco,		No		
who y	ou have, or do you expect t will receive Forms W-2 in the ns W-2 require additional fil	e next 12 months? *	○ Yes ●	No		
Before continuing, please review the information above.						
			Continue >>			



Your Progress: 1. Identity ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details ✓ 5. EIN Confirmation

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.



After completing the online application, select **Receive Letter Online** and click on the **Submit Application** button. You will receive the EIN letter by email.

IMPORTANT:

Please send a copy of your certificate to the Texas Conference Treasury

Department so it can be kept in your church file. You may also forward the

Certificate by email to Liz Velez at lvelez@txsda.org