

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).

[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.

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 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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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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Your Progress:

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

<< Change Type

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EIN Assistant

Your Progress:	1. Identify	2. Authenticate	3. Addresses	4. Details	5. EIN Confirmation
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Why is the Church requesting an EIN?

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?](#)

EIN Assistant

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

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 a duly authorized [member](#), [officer](#), or employee of the organization or government entity.
- I am a third party applying for an EIN on behalf of this organization.

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

EIN Assistant

Your Progress:

1. Identify ✓

2. Authenticate ✓

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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.](#)

Street *	<input type="text" value="CHURCH PHYSICAL ADDRESS"/>
City *	<input type="text" value="CITY"/>
State/U.S. territory *	<input type="text" value="TEXAS (TX)"/>
ZIP code *	<input type="text" value="00000"/>
Phone number *	<input type="text" value="000"/> - <input type="text" value="000"/> - <input type="text" value="0000"/>

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

← Choose either one that applies to your mail options

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

EIN Assistant

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

Verify your Physical Location.

We have reviewed the [physical location](#) 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](#)

Found in our database: Verify the church physical address and Accept

1211 W HIGHWAY 67 [Verify](#)

Street
ALVARADO
TX
76009



[Accept Database Version](#)

EIN Assistant

Your Progress:

1. Identify ✓

2. Authenticate ✓

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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 *

[Trade name/Doing business as](#)
(only if different from legal name)

County where Church is located *

State/Territory where Church is located *

Church [start date](#) *

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

EIN Assistant

Your Progress:

1. Identify ✓

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Tell us more about the Church.

*** 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?](#)

EIN Assistant

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.



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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