

Completing an On Line Application EIN for your Class Reunion

These instructions are provided as a guide. They are not intended to give legal or technical advice.

You will need some information about your class reunion committee and approximately 10-15 minutes to complete the online application in one sitting. Please note once you start the online application you cannot save it and finish it later. Here is the link for the on line application:

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

You will need a social security number; this can be the chairperson, treasurer, or any other committee member. The following screenshots will show you the answers to use or select for the questions.

Any questions filling about out this application are best answered by the IRS. Chat or speak with a website customer service representative or send an email message or comment. Website assistance is available Monday-Friday at this link: <http://www.irs.gov/uac/Navigate-IRSgov>

After you select the first link listed above, the following screen will appear.

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.

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EIN Assistant

Your Progress:	1. Identify	2. Authenticate	3. Addresses	4. Details	5. EIN Confirmation
<h3>What type of legal structure is applying for an EIN?</h3> <p>Before applying for an EIN you should have already determined what type of legal structure, business, or type of organization is being established.</p> <p>Choose the type you are applying for. If you don't see your type, select "View Additional Types."</p> <ul style="list-style-type: none"><input type="radio"/> Sole Proprietor Includes individuals who are in business for themselves and household employees.<input type="radio"/> Partnerships Includes partnerships and joint ventures.<input type="radio"/> Corporations Includes S corporations, personal service corporations, real estate investment trusts (REIT), regulated investment conduits (RIC), and settlement funds.<input type="radio"/> 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.<input type="radio"/> Estate An estate is a legal entity created as a result of a person's death.<input type="radio"/> Trusts All types of trusts including conservatorships, custodianships, guardianships, irrevocable trusts, revocable trusts, and receiverships.<input checked="" type="radio"/> 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.					<h3>Help Topics</h3> <p>? What if I do not know what type of legal structure or organization to choose?</p>
<< Back		Continue >>			


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EIN Assistant


Your Progress:	1. Identify	2. Authenticate	3. Addresses	4. Details	5. EIN Confirmation																								
<h3>Additional Types</h3> <p>Choose the type you are applying for. You can click the underlined terms for a description.</p> <table border="0"><tr><td><input type="radio"/> Bankruptcy Estate (Individual)</td><td><input type="radio"/> Household Employer</td></tr><tr><td><input type="radio"/> Block/Tenant Association</td><td><input type="radio"/> IRA</td></tr><tr><td><input type="radio"/> Church</td><td><input type="radio"/> Memorial or Scholarship Fund</td></tr><tr><td><input type="radio"/> Church-Controlled Organization</td><td><input type="radio"/> Plan Administrator</td></tr><tr><td><input type="radio"/> Community or Volunteer Group</td><td><input type="radio"/> Political Organization</td></tr><tr><td><input type="radio"/> Employer/Fiscal Agent (under IRC Sec 3504)</td><td><input type="radio"/> PTA/PTO or School Organization</td></tr><tr><td><input type="radio"/> Employer Plan (401K, Money Purchase Plan, etc.)</td><td><input type="radio"/> REMIC</td></tr><tr><td><input type="radio"/> Farmers' Cooperative</td><td><input type="radio"/> Social or Savings Club</td></tr><tr><td><input type="radio"/> Government, Federal/Military</td><td><input type="radio"/> Sports Teams (community)</td></tr><tr><td><input type="radio"/> Government, Indian Tribal Governments</td><td><input type="radio"/> Withholding Agent</td></tr><tr><td><input type="radio"/> Government, State/Local</td><td><input checked="" type="radio"/> Other Non-Profit/Tax-Exempt Organizations</td></tr><tr><td><input type="radio"/> Homeowners/Condo Association</td><td></td></tr></table>					<input type="radio"/> Bankruptcy Estate (Individual)	<input type="radio"/> Household Employer	<input type="radio"/> Block/Tenant Association	<input type="radio"/> IRA	<input type="radio"/> Church	<input type="radio"/> Memorial or Scholarship Fund	<input type="radio"/> Church-Controlled Organization	<input type="radio"/> Plan Administrator	<input type="radio"/> Community or Volunteer Group	<input type="radio"/> Political Organization	<input type="radio"/> Employer/Fiscal Agent (under IRC Sec 3504)	<input type="radio"/> PTA/PTO or School Organization	<input type="radio"/> Employer Plan (401K, Money Purchase Plan, etc.)	<input type="radio"/> REMIC	<input type="radio"/> Farmers' Cooperative	<input type="radio"/> Social or Savings Club	<input type="radio"/> Government, Federal/Military	<input type="radio"/> Sports Teams (community)	<input type="radio"/> Government, Indian Tribal Governments	<input type="radio"/> Withholding Agent	<input type="radio"/> Government, State/Local	<input checked="" type="radio"/> Other Non-Profit/Tax-Exempt Organizations	<input type="radio"/> Homeowners/Condo Association		<h3>Help Topics</h3> <p>? What if I still do not know what type of structure or organization to choose?</p>
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<p>Please confirm your selection.</p> <p>Confirm your selection of Other Non-Profit/Tax-Exempt Organizations as the type of structure applying for an EIN.</p> <p>What it is...</p> <ul style="list-style-type: none">A non-profit organization is an entity organized and operated for one or more of the purposes listed under Section 501(a) of the Internal Revenue Code. <p>What it is not...</p> <ul style="list-style-type: none">A business or organization organized for profit.A sole proprietorship or partnership. <p>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.</p> <p><input data-bbox="337 684 493 716" type="button" value=" << Change Type "/>  <input data-bbox="841 684 959 716" type="button" value=" Continue >> "/></p>					<p>Help Topics</p> <ul style="list-style-type: none">What is the difference between non-profit and tax-exempt status?How does my organization receive formal recognition as a tax-exempt organization by the IRS?What if I am not sure my organization would qualify as a tax-exempt organization?
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EIN Assistant

Your Progress:	1. Identify	2. Authenticate	3. Addresses	4. Details	5. EIN Confirmation
<p>Why is the Non-Profit/Tax-Exempt Organization requesting an EIN?</p> <p>Choose one reason that best describes why you are applying for an EIN.</p> <ul style="list-style-type: none"><input type="radio"/> Started a new business Select this option if you are beginning a new business.<input type="radio"/> Hired employee(s) Select this option if you already have a business and need to hire employees.<input checked="" type="radio"/> Banking purposes  Select this option if the reason for applying for the EIN is strictly to satisfy banking requirements or local law.<input type="radio"/> 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.<input type="radio"/> Purchased active business Select this option if you are purchasing a business that is already in operation. <p><input data-bbox="846 1593 964 1625" type="button" value=" Continue >> "/></p>					<p>Help Topics</p> <ul style="list-style-type: none">I do not see my reason for applying here. What should I choose?What if more than one reason applies to me?
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Providing your SS# is for identification purposes only and is not tied to the applied EIN.

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/TIN * - - →

Choose One: *

I am a responsible and duly authorized [member](#) or [officer](#) having knowledge of this organization's affairs. →

I am a third party applying for an EIN on behalf of this organization.

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

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EIN Assistant

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

Where is the Non-Profit/Tax-Exempt Organization 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 * →

City →

State/U.S. territory →

ZIP code * →

Phone number * - - →

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.

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The name should be: Sheridan High School Class of _____
Do not use the name of a person.

EIN Assistant

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

Tell us about the Non-Profit/Tax-Exempt Organization.

* 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 Non-Profit/Tax-Exempt Organization * ←

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

County where Non-Profit/Tax-Exempt Organization is located * ←

State/Territory where Non-Profit/Tax-Exempt Organization is located * ←

Non-Profit/Tax-Exempt Organization start date * ←

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

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EIN Assistant

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

Tell us more about the Non-Profit/Tax-Exempt Organization.

* 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.

[Help Topics](#)
[What is Form 720?](#)

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Complete the final steps and a PDF file will be created with your EIN.

Completing an SS-4 Form Application EIN for your Class Reunion

Paper alternate, if you do not want to complete an online application. You can download a fillable PDF file, type in the information with your computer keyboard, and print it. Or you can download it and complete it by hand. Send the completed form to the IRS. You can fax the completed application to (855) 641-6935 or mail it to:

Internal Revenue Service
Attn: EIN Operation
Cincinnati, OH 45999

Download the SS-4 fillable PDF file with this link: <https://www.irs.gov/pub/irs-pdf/fss4.pdf>

Download the SS-4 instructions with this link: <https://www.irs.gov/pub/irs-pdf/iss4.pdf>

A sample of a completed SS-4 Form application is shown on the next page.

The following items need to be completed.

1	Legal Name	Sheridan High School Class of YYYY
3	Executo	Name of person setting up account
4a	Mailing Address – Number and Street	Name of person setting up account
4b	Mailing Address – City, State, Zip Code	
6	County	Arapahoe (Location of High School)
7a	Name of Responsible Party	Name of person setting up account
7b	Person setting up account – SS#	For identification purposes only
8a	LLC – Check “No” Box	
9a	Check “Other” Box	Enter: Class Reunion Fund
10	Check “Banking purposes” Box	Enter: Satisfy banking requirements
11	Date business started	This can be date of application or first committee meeting
12	Closing Month	December
13	Highest Number of employees	Enter: -0- in each box
15	First date wages	Enter: N/A
16	Check “Other” Box	Enter: Class Reunion Activities
17	Indicate principle line...	Enter: N/A
18	Check “No” Box	
	Applicant Telephone	Enter your phone number
	Sign	
	<u>Date</u>	

Application for Employer Identification Number
(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.)
▶ Go to www.irs.gov/FormSS4 for instructions and the latest information.
▶ See separate instructions for each line. ▶ Keep a copy for your records.

OMB No. 1545-0003

EIN

Type or print clearly.	1 Legal name of entity (or individual) for whom the EIN is being requested Sheridan High School Class of 2050		
	2 Trade name of business (if different from name on line 1)	3 Executor, administrator, trustee, "care of" name Name of person setting up account	
	4a Mailing address (room, apt., suite no. and street, or P.O. box)	5a Street address (if different) (Don't enter a P.O. box.)	
	4b City, state, and ZIP code (if foreign, see instructions)	5b City, state, and ZIP code (if foreign, see instructions)	
	6 County and state where principal business is located Arapahoe		
	7a Name of responsible party Name of person setting up account	7b SSN, ITIN, or EIN Used for identification purposes.	
	8a Is this application for a limited liability company (LLC) (or a foreign equivalent)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	8b If 8a is "Yes," enter the number of LLC members ▶	
	8c If 8a is "Yes," was the LLC organized in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	9a Type of entity (check only one box). Caution: If 8a is "Yes," see the instructions for the correct box to check.		
	<input type="checkbox"/> Sole proprietor (SSN) _____ <input type="checkbox"/> Estate (SSN of decedent) _____ <input type="checkbox"/> Partnership _____ <input type="checkbox"/> Plan administrator (TIN) _____ <input type="checkbox"/> Corporation (enter form number to be filed) ▶ _____ <input type="checkbox"/> Trust (TIN of grantor) _____ <input type="checkbox"/> Personal service corporation _____ <input type="checkbox"/> Military/National Guard <input type="checkbox"/> State/local government _____ <input type="checkbox"/> Church or church-controlled organization _____ <input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government _____ <input type="checkbox"/> Other nonprofit organization (specify) ▶ _____ <input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises _____ <input checked="" type="checkbox"/> Other (specify) ▶ Class Reunion Fund _____ <input type="checkbox"/> Group Exemption Number (GEN) if any ▶ _____		
9b If a corporation, name the state or foreign country (if applicable) where incorporated	State	Foreign country	
10 Reason for applying (check only one box)			
<input type="checkbox"/> Started new business (specify type) ▶ _____ <input checked="" type="checkbox"/> Banking purpose (specify purpose) ▶ Satisfy banking requirements <input type="checkbox"/> Hired employees (Check the box and see line 13.) <input type="checkbox"/> Changed type of organization (specify new type) ▶ _____ <input type="checkbox"/> Compliance with IRS withholding regulations <input type="checkbox"/> Purchased going business <input type="checkbox"/> Other (specify) ▶ _____ <input type="checkbox"/> Created a trust (specify type) ▶ _____ <input type="checkbox"/> _____ <input type="checkbox"/> Created a pension plan (specify type) ▶ _____			
11 Date business started or acquired (month, day, year). See instructions.		12 Closing month of accounting year December	
13 Highest number of employees expected in the next 12 months (enter -0- if none). If no employees expected, skip line 14.		14 If you expect your employment tax liability to be \$1,000 or less in a full calendar year and want to file Form 944 annually instead of Forms 941 quarterly, check here. (Your employment tax liability generally will be \$1,000 or less if you expect to pay \$5,000 or less in total wages.) If you don't check this box, you must file Form 941 for every quarter. <input type="checkbox"/>	
Agricultural -0-		Household -0-	
Other -0-			
15 First date wages or annuities were paid (month, day, year). Note: If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year) ▶ N/A			
16 Check one box that best describes the principal activity of your business. <input type="checkbox"/> Health care & social assistance <input type="checkbox"/> Wholesale-agent/broker			
<input type="checkbox"/> Construction <input type="checkbox"/> Rental & leasing <input type="checkbox"/> Transportation & warehousing <input type="checkbox"/> Accommodation & food service <input type="checkbox"/> Wholesale-other <input type="checkbox"/> Retail <input type="checkbox"/> Real estate <input type="checkbox"/> Manufacturing <input type="checkbox"/> Finance & insurance <input checked="" type="checkbox"/> Other (specify) ▶ Class Reunion Activities			
17 Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided. N/A			
18 Has the applicant entity shown on line 1 ever applied for and received an EIN? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If "Yes," write previous EIN here ▶			
Third Party Designee	Complete this section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.		
	Designee's name	Designee's telephone number (include area code)	
	Address and ZIP code	Designee's fax number (include area code)	
Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.			Applicant's telephone number (include area code) (303) ###-####
Name and title (type or print clearly) ▶ Name of person completing form			Applicant's fax number (include area code)
Signature ▶	Date ▶		