



AMVETS Post: How to fill out the online EIN application

[Apply online now.](#)

AMVETS Posts require EINs. Once you have an EIN number AMVETS HQ sends a fax to the IRS which places you under our 501c19 Group Exemption Number. Your post can then operate as a non profit. The EIN is required for this placement. The 14 screenshots below are from the IRS link. If you don't have adobe download it now [Free Adobe Download](#). It is needed to print your new EIN number.

You will be required to view the 14 forms below and check a few boxes. It goes fast.

1. Information

2. **check:** view additional types

3. **check:** other non profit

4. information

5. **check:** started a new business

6. **check:** individual

7. **enter:** name and ss# (immediate check of the IRS database) **check:** I am responsible and duly authorized

8. **enter:** address where mail is to be sent, **enter:** commander

9. **enter:** Post info. State & 4 digit post **example:** MT-0048, **Trade Name:** AMVETS, Your County, State, current month & year

10. **check:** no to all questions

11. **check:** social assistance

12. **check:** other, **enter:** Veterans Assistance

13. **check:** receive letter online you need adobe (free download), if not **check:** send a letter

14. review of information: **submit**

IRS.gov Help | Apply for New EIN | Exit

1

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 recommend 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.

[IRS Privacy Policy](#)

1. Information

IRS.gov 2 [Help](#) | [Apply for New EIN](#) | [Exit](#)

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?](#)

[IRS Privacy Policy](#)

2.check: view additional types

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.

<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"/> National Guard
<input type="radio"/> Community or Volunteer Group	<input type="radio"/> Plan Administrator
<input type="radio"/> Employer/Fiscal Agent (under IRC Sec 3504)	<input type="radio"/> Political Organization
<input type="radio"/> Employer Plan (401K, Money Purchase Plan, etc.)	<input type="radio"/> PTA/PTO or School Organization
<input type="radio"/> Farmers' Cooperative	<input type="radio"/> REMIC
<input type="radio"/> Government, Federal/Military	<input type="radio"/> Social or Savings Club
<input type="radio"/> Government, Indian Tribal Governments	<input type="radio"/> Sports Teams (community)
<input type="radio"/> Government, State/Local	<input type="radio"/> Withholding Agent
<input type="radio"/> Homeowners/Condo Association	<input checked="" type="radio"/> Other Non-Profit/Tax-Exempt Organizations

Help Topics

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

3.check:other non profit

EIN Assistant

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

Please confirm your selection.

Confirm your selection of **Other Non-Profit/Tax-Exempt Organizations** as the type of structure applying for an EIN.

What it is...

- 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.

What it is not...

- A business or organization organized for profit.
- A sole proprietorship or partnership.

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.

Help Topics

- [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?](#)

4.information

EIN Assistant

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

Why is the Non-Profit/Tax-Exempt Organization 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: applying here. What should I choose?](#)
- [What if more than one reason applies to me?](#)

5.check:started a new business

EIN Assistant

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

Who is the Responsible Party for the Non-Profit/Tax-Exempt Organization?

The [responsible party](#) can be either an [individual](#) OR an [existing business](#).

Please choose one:

- Individual
- Existing business

[<< Back](#)

[Continue >>](#)

6.check:individual

EIN Assistant

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

Please tell us about the Responsible Party.

This information is for identification purposes only.

* 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 responsible and duly authorized [officer](#) or [member](#) of this organization.
- I am a third party applying for an EIN on behalf of this organization.

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

[Continue >>](#)

[IRS Privacy Policy](#)

7. **enter:** name and ss# (immediate check of the irs database) **check:** I am responsible an duly authorized

EIN Assistant

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

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 * 2122 My St
City * Anytown
State/U.S. territory * ARKANSAS (AR)
ZIP code * 21333
Phone number * 555 - 666 - 1212

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: Commander

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.

Continue >>

[IRS Privacy Policy](#)

8. enter: address where mail is to be sent,
enter: commander

IRS.gov 9 [Help](#) | [Apply for New EIN](#) | [Exit](#)

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 * MD-0045

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

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

State/Territory where Non-Profit/Tax-Exempt Organization is located * ARKANSAS (AR)

Non-Profit/Tax-Exempt Organization start date * JULY 2014

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

[Continue >>](#)

[IRS Privacy Policy](#)

9. enter: Post info. State & 4 digit post example:

MT-0048, Trade Name: AMVETS, Your County, State, current month & year

IRS.gov 10 [Help](#) | [Apply for New EIN](#) | [Exit](#)

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.

[Continue >>](#)

Help Topics

[What is Form 720?](#)

[IRS Privacy Policy](#)

10. check: no to all questions

What does your business or organization do?

Choose **one** category that best describes your business. Click the underlined link for examples for each category.

11

- [Accommodations](#)
Casino hotel, hotel, or motel.
- [Construction](#)
Building houses/residential structures, building industrial/commercial structures, specialty trade contractors, remodelers, heavy construction contractors, land subdivision contractors, or site preparation contractors.
- [Finance](#)
Banks, sales financing, credit card issuing, mortgage company/broker, securities broker, investment advice, or trust administration.
- [Food Service](#)
Retail fast food, restaurant, bar, coffee shop, catering, or mobile food service.
- [Health Care](#)
Doctor, mental health specialist, hospital, or outpatient care center.
- [Insurance](#)
Insurance company or broker.
- [Manufacturing](#)
Mechanical, physical, or chemical transformation of materials/substances/components into new products, including the assembly of components.
- [Real Estate](#)
Renting or leasing real estate, managing real estate, real estate agent/broker, selling, buying, or renting real estate for others.
- [Rental & Leasing](#)
Rent/lease automobiles, consumer goods, commercial goods, or industrial goods.
- [Retail](#)
Retail store, internet sales (exclusively), direct sales (catalogue, mail-order, door to door), auction house, or selling goods on auction sites.
- [Social Assistance](#)
Youth services, residential care facility, services for the disabled, or community food/housing/relief services.
- [Transportation](#)
Air transportation, rail transportation, water transportation, trucking, passenger transportation, support activity for transportation, or delivery/courier service.
- [Warehousing](#)
Operating warehousing or storage facilities for general merchandise, refrigerated goods, or other warehouse products; establishments that provide facilities to store goods but do not sell the goods they handle
- [Wholesale](#)
Wholesale agent/broker, importer, exporter, manufacturers' representative, merchant, distributor, or jobber.
- Other

11. **check:** social assistance

IRS.gov Help | Apply for New EIN | Exit

12

EIN Assistant

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

You have chosen Social Assistance.

Please choose **one** of the following that best describes your primary business activity:

- Nursing home
- Shelter
- Youth services
- Other - please specify type of social assistance:

[IRS Privacy Policy](#)

12. **check:** other, **enter:** Veterans Assistance

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.



[Continue >>](#)

adobe (free download),if not **check**: send a letter

13.**check**:receive letter online you need

Click the "Submit" button at the bottom of the page to receive your EIN.

Organization Type: Non-Profit/Tax-Exempt Organization

14

Non-Profit/Tax-Exempt Organization Information

Legal name: IN-0030
Trade name/Doing business as: AMVETS
County: JURY
State/Territory: IN
Start date: JULY 2014

Addresses

Physical Location: 17 PUNIUC AVE
ROYAL IN 25444
Phone Number: 555-777-3214
Mail directed to: COMMANDER

Responsible Party

Name: HARRY NEAL
SSN/ITIN: XXX-XX-6793

Principal Business Activity

What your business/organization does: HEALTH CARE
Principal products/services: VETERANS ASSISTANCE

Additional Non-Profit/Tax-Exempt Organization Information

Owns a 55,000 pounds or greater highway motor vehicle: NO
Involves gambling/wagering: NO
Involves alcohol, tobacco or firearms: NO
Files Form 720 (Quarterly Federal Excise Tax Return): NO
Has employees who receive Forms W-2: NO
Reason for Applying: STARTED A NEW BUSINESS

We strongly recommend you print this summary page for your records as this will be your only copy of the application. You will not be able to return to this page after you click the "Submit" button.

Click "Submit" to send your request and receive your EIN.

Once you submit, please wait while your application is being

14. review of information: submit