

## HOW TO APPLY FOR A TIN ONLINE

1. **Go to the IRS's "Apply for an Employer Identification Number (EIN)" webpage:**  
<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
2. **Click the "Apply Online Now" link at the bottom of the page.**
3. Once you have read the instructions on the next page, **click the "Begin Application" link.**
4. **Select the "View Additional Types, Including Tax-Exempt and Governmental Organizations" option for the question regarding what type of legal structure is applying for an EIN.**
5. **Select the option that best describes your organization type and click the "Continue" link.**
  - Church-Controlled Organization is a branch of a church, including a men's or women's group, a religious school, a mission society, or a youth group.
  - Community or Volunteer Group is any specialized interest group that comes together to provide volunteer services. Examples of community or volunteer groups include neighborhood watch groups and preservation societies. These groups generally apply for EINs for banking purposes only.
  - Political Organization is an organization that influences the selection, nomination, election, or appointment of any individual to any public office or office in a political organization.
  - Social or Savings Club is organized for pleasure, recreation, and other similar non-profitable purposes and substantially all of its activities must be for these purposes.
  - Sports Team (Community) is comprised of sports teams or clubs primarily participating in live sporting events before a non-paying audience. Examples include bowling leagues and little league teams. These groups generally apply for EINs for banking purposes only.
6. **To confirm your selection, click the "Continue" link.**
7. **Enter your first name, last name, and social security number (SSN).** (While the online SS-4 form requires the individual to enter his/her SSN, it is still the EIN that should be used to open a bank account for the RSO.) **NOTE:** *If the RSO officer or member, filling out the TIN application, graduates or leaves the University, the RSO should file IRS Form 8822-B, Change of Address or Responsible Party, within 60 days.*
8. **Select whether you are an officer or member of the RSO or whether you are applying for the EIN as a third party on behalf of the RSO and then click the "Continue" link.**
9. **Enter the address information for your RSO and click the "Continue" link.**
10. **Enter the requested information (i.e., legal name, county located in, state located in, date RSO started) for your RSO and click the "Continue" link. Repeat this step for the next screen requesting additional information.** **NOTE:** *In regards to the legal name, RSOs are restricted to using "at George Mason University" or "at Mason" after the title of their group. (For example, "GMU Bicycling Club" would not be allowed; however, "Bicycling Club at GMU" would be.)*
11. **Select the "Other" option for the question regarding what your business or organization does and then click the "Continue" link.**
12. **Select the "Organization" option for the question regarding your business activity and click the "Continue" link.**
13. **From the list of organizational activities select the activity that best describes what your RSO does and then click the "Continue" link.**
14. **Select whether you would like to receive your EIN confirmation letter online or by mail and click the "Continue" link.**
15. **Once you receive your EIN confirmation letter, retain it in your RSO files for current and future leadership.** You may also need a copy of this form to open a bank account.