

Steps to complete the Request for EIN # Online

1. Go to www.irs.gov
2. Under the Tools Section, click on [Apply for an Employer Identification Number \(EIN\) Online](#)
3. In the main body of the page, about $\frac{3}{4}$ of the way down, click [APPLY ONLINE NOW](#)
4. Click the "Begin Application Button"
5. On the following screen, choose "View Additional Types" and click "Continue"
6. Choose "Other Non-Profit/Tax Exempt Organizations" and click "Continue"
Click "Continue"
7. Click "Banking Purposes" and click "Continue"
8. Choose "Individual" and click "Continue"
9. Enter the First Name, Last Name, and Social Security Number of someone in the Organization. The ideal person would be the Advisor or President, but it can be anyone. The choose "I am a responsible and duly authorized member or officer having knowledge of this organization's affairs" and click "Continue"
10. Enter the Address and Phone Number Information of the Organization. All WVSU organizations should use the following address:

301 Washington Ave., Drawer # ____ (if you know it. If not, leave "Drawer # ____" off)
Dunbar, WV 25064

You want this address so that future leaders of your organization will not have to re-apply for an EIN. Click "Continue"
11. Enter the Name of the Organization and a Tax Exempt Start date. This is the date on which the entity began doing business. Click "Continue"
12. Answer the 5 questions (should all be "no" for Student Organization) and click "Continue"
13. Choose "Other" and click "Continue"
14. Choose "Organization" and click "Continue"
15. Choose "Social or civic", enter "College Club" in the blank field and click "Continue"
16. Choose how you want to receive your confirmation letter. Choose "online" and **PRINT THIS PAGE**. If a printer is not available, you may have the letter mailed to you. Click "Continue"
17. A summary page appears. Review all information for accuracy (**PRINT THIS PAGE!!**). Click "Submit" when accurate and your EIN # will be generated. This could take up to 2 minutes, be patient. You will be able to print the confirmation upon completion.
18. Submit a copy of the **confirmation letter and summary page** to the Office of Student Activities. This documentation becomes part of the organizations permanent record and will be available for future leaders.