The following are the actual instructions

Apply for an Employer Identification Number (EIN) Online

Our new hours of operation are Monday through Friday 7:00 a.m. to 10:00 p.m. Eastern time.

No need to file a Form SS-4! We ask you the questions and you give us the answers. After all validations are done you will get your EIN immediately upon completion. You can then download, save, and print your EIN confirmation notice.

Purpose of an Employer Identification Number

Employer Identification Numbers are issued for the purpose of tax administration and are not intended for participation in any other activities (e.g., tax lien auction or sales, lotteries, etc.)

Daily Limitation of an Employer Identification Number

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. For trusts, the limitation is applied to the grantor, owner, or trustor. For estates, the limitation is applied to the decedent (decedent estate) or the debtor (bankruptcy estate). 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 you need to file a return, but do not have your EIN yet due to the limitation discussed above, complete a Form SS-4 and attach it to the completed and signed tax return. Mail both forms to the address for filing the tax return. See Where to File. The IRS will assign your EIN and then process your tax return. You will receive a notice advising you of your EIN within four weeks.

Is the Responsible Party For Your New Entity an EIN Previously Obtained Through the Internet?

We cannot process your application online if the responsible party is an entity with an EIN previously obtained through the Internet. Please use one of our other methods to apply. See How to Apply for an EIN. We apologize for any inconvenience this may cause you.

Employer Tax Responsibilities Explained (Publications 15, 15-A and 15B)
Publication 15 provides information on employer tax responsibilities related to taxable wages, employment tax withholding and which tax returns must be filed. More complex issues are discussed in Publication 15-A and tax treatment of many employee benefits can be found in Publication 15. We recommend employers download these publications from IRS.gov. Copies can be requested online (search "Forms and Publications) or by calling 1-800-TAX-FORM.

Do You Have Questions About Operating Your Small Business?

Try our one stop resource, the Small Business & Self-Employed Tax Center.

APPLY ONLINE NOW Click here

Page Last Reviewed or Updated: 17-Jun-2013

Related Topics

- Privacy Act Statement and Paperwork Reduction Act Notice
- Online EIN: Frequently Asked Questions
- System Requirements
- State and Federal Online Business Registration
- Employer ID Numbers (EINs)
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?

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).

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.
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.
EIN Assistant


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

<< Back

Continue >>

Help Topics

？What if I still do not know what type of structure or organization to choose?
Other Non-Profit/Tax-Exempt Organizations

Non-profit organizations include corporations, trusts, limited liability companies, and unincorporated associations that qualify for tax-exempt status under Internal Revenue Code (IRC) 501(a) as described in Publication 557 (Tax-Exempt Status for Your Organization).

Non-profit organizations include: public charities, private foundations, educational organizations, employee associations, veteran’s organizations, business leagues, state-chartered credit unions, child care organizations, and teachers’ retirement fund associations. This list is not all-inclusive.

Sole proprietors and partnerships cannot be considered for tax-exempt status. For-profit organizations cannot be considered for tax-exempt status.
EIN Assistant


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.

<< Change Type  Continue >>
What is the difference between non-profit and tax-exempt status?

Non-profit status is a state law concept. Non-profit status may make an organization eligible for certain benefits, such as state sales, property, and income tax exemptions. Although most federal tax-exempt organizations are non-profit organizations, organizing as a non-profit organization at the state level does not automatically grant the organization exemption from federal income tax. To qualify as exempt from federal income taxes, an organization must meet requirements set forth in the Internal Revenue Code.


How does my organization receive formal recognition as a tax-exempt organization by the IRS?

An organization receives formal recognition as a tax-exempt organization by applying for that status with the Internal Revenue Service (IRS). The IRS will recognize an organization as tax-exempt if it meets the requirements of the Internal Revenue Code.


Most organizations file either Form 1023 (Application for Exemption Under Section 501(c)(3) of the Internal Revenue Code), or Form 1024 (Application for Recognition of Exemption Under Section 501(a) for Determination Under Section 120 of the Internal Revenue Code). A non-refundable user fee is required for all requests for tax-exempt status.
EIN Assistant

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.

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Help Topics

- I do not see my reason for applying here. What should I choose?
- What if more than one reason applies to me?
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

Continue >>
EIN Individual Request - Online Application

EIN Assistant


You selected individual. 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 * Jo Ann
Middle name/initial
Last name * Fisher
Suffix (Jr, Sr, etc.) Select One

SSN/ITIN * 000-00-0000

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.

<< Back Continue >>

Someone has to start the process. Your information will always be on file even though the chapter leadership will change.


6/24/2013
EIN Assistant

Where is the Non-Profit/Tax-Exempt Organization physically located?

• The only special characters allowed in the Street field are - and /.

* 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 * 502 W Amherst Circle
- City * Satellite Beach
- State/U.S. territory * FLORIDA (FL)
- ZIP code * 32937
- Phone number * 321-368-3817

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: FL-GAPNA

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 >>
If you can utilize a P.O. Box, that way you can receive mail for years without changing addresses! Everytime you change the address you gave the IRS due to office charges etc, you have to notify the IRS!
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'.

<table>
<thead>
<tr>
<th>Legal name of Non-Profit/Tax-Exempt Organization *</th>
<th>FL-GAPNA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade name/Doing business as</td>
<td></td>
</tr>
<tr>
<td>(only if different from legal name)</td>
<td></td>
</tr>
<tr>
<td>County where Non-Profit/Tax-Exempt Organization is located *</td>
<td>Brevard</td>
</tr>
<tr>
<td>State/Territory where Non-Profit/Tax-Exempt Organization is located *</td>
<td>FLORIDA (FL)</td>
</tr>
<tr>
<td>Non-Profit/Tax-Exempt Organization start date *</td>
<td>JULY 2009</td>
</tr>
</tbody>
</table>

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

Continue >>
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? *

- Yes
- No

Before continuing, please review the information above.

Continue >>
What does your business or organization do?

Choose one category that best describes your business. Click the underlined links for additional examples for each category.

- 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
EIN Assistant


You have chosen Other.

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

- Consulting
- Manufacturing
- Organization (such as religious, environmental, social or civic, athletic, etc.)
- Rental
- Repair
- Sell goods
- Service
- Other – please specify your primary business activity: Nursing education for gerontological nurse practitioners providing care for elderly

<< Back  

Continue >>
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.

We got our notification online.
EIN Individual Request - Online Application

Summary of your Information

Please review the information you are about to submit. If any of the information below is incorrect, you will need to start a new application.

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

Organization Type: Non-Profit/Tax-Exempt Organization

Non-Profit/Tax-Exempt Organization Information

- Legal name: FL-GAPNA
- County: BREvard
- State/Territory: FL
- Start date: NOVEMBER 2009

Addresses

- Physical Location: 502 WEST AMHERST CIRCLE
  SATELLITE BEACH FL 32937
- Phone Number: 321-388-3817
- Mail directed to: JO ANN FISHER
- Mailing Address: PO BOX 1179
  MELBOURNE FL 32902
  UNITED STATES

Responsible Party

- Name: JO ANN FISHER
- SSN/TIN: XXX-XX-3268

Principal Business Activity

- What your business/organization does: ORGANIZATION
- Principal products/services: NURSING

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


9/10/2009