Employer Identification Number (EIN) Application Guide

Standard Operating Procedure for Non-Profit & Tax-Exempt Organizations

ESTIMATED DURATION	PORTAL LOCATION	PRIMARY PURPOSE
~15 Minutes	**IRS.gov Official Website**	**Banking & Organization Setup**

1 Navigate to the IRS Online Portal

Visit **IRS.gov**. Under *Popular Topics*, click on **Employer ID Number (EIN)**. Scroll down and click **"Apply for an EIN Online"**, then select **"Begin Application Now"**.

2 Select Organization Entity Type

Check the option for **"View Additional Types"**, then select **"Other Non-Profit/Tax Exempt Organizations"**. Click *Continue*.

3 Specify Reason for Application

Select **"Banking Purposes"** as the primary reason for applying, then click *Continue*.

4 Identify Responsible Party

Enter the required identity details for the responsible party (typically the Organization Treasurer or President). Select:

> *"I am a responsible and duly authorized officer or member of this organization."*

5 Input Address & Organization Info

Enter the official physical address, legal organization name, and starting details when prompted.

6 Categorize Organization Activity

When asked for the broad category, select **"Other"** *(Social or Civic)*. On the following screen, select **"Other"** again and enter **"Music Education"** in the text field.

7 Review & Submit Application

Review all entered information for accuracy. Choose **"Receive EIN Digitally"** to immediately generate your official notice online.

8 Print & Retain Permanent Records

Print the confirmation page (Notice CP 575) immediately or save it as a digital PDF. Retain a copy in the official organizational treasury records.

IMPORTANT OPERATIONAL NOTES

- **Session Timeout:** The IRS application will time out after 15 minutes of inactivity. Have the responsible party's SSN/ITIN and legal organization details ready before starting.