



National Federation of Republican Women

Engaging and Empowering Women Since 1938

How To Apply Online For An Employer Identification Number (EIN) For Your State or Club To Open A Bank Account

A Step By Step Guide

Last Updated 09/2025

Applying for an Employer Identification Number (EIN) is a free service offered by the Internal Revenue Service. Beware of websites on the Internet that charge for this free service.

This guide provides step by step instructions on how to apply for an Employer Identification Number (EIN) for your club or state to open a bank account. The first section provides a summary of the steps. The second section provides the directions with screenshots.

Disclaimer: The National Federation of Republican Women does not provide tax, legal or accounting advice. This material has been prepared for informational purposes only, and is not intended to provide, and should not be relied on for, tax, legal or accounting advice. You should consult your own tax, legal and accounting advisors before engaging in any transaction.

Apply Online

The online EIN application is the preferred method for to apply for and obtain an EIN. Once the application is completed, the information is validated during the online session, and an EIN is issued immediately. The online application process is available for all entities whose principal business, office or agency, or legal residence (in the case of an individual), is located in the United States or U.S. Territories. The principal officer, general partner, grantor, owner, trustor etc. must have a valid Taxpayer Identification Number (Social Security Number, Employer Identification Number, or Individual Taxpayer Identification Number) in order to use the online application.

Note: If you wish to receive your confirmation letter online, you must install Adobe Reader before beginning the application if it is not already installed.

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

Summary Steps:

1. Click The Following Link:

<https://sa.www4.irs.gov/modiein/individual/index.jsp>

Click **“Begin Application”**

2. “What Type Of Legal Structure Is Applying For The EIN”

Select:

- **View Additional Types, Including Tax-Exempt And Governmental Organizations**

3. “Additional Types”

Select:

- **Political Organization**

Click **“Continue”**

4. “Confirm You Registration”

5. “Why Is The Political Organization Requesting An EIN?”

Select

- **Banking Purposes**

Click **“Continue”**

6. “Identity” “Please tell us about the Responsible Party”

Fill in all required fields

7. “Your role” “Choose One”

Select

- **I am a responsible and duly authorized officer or a board member having knowledge of this organization's affairs.**

Click **“Continue”**

8. “Addresses” “Where is the Political Organization Physically Located?”

- a. **Complete all required fields marked with an asterisk (*)**

Click **“Continue”**

9. “Additional Details”

“Tell Us About The Political Organization”

- **Complete all required fields marked with an asterisk (*)**

Note 1: Closing month of Accounting Year: Enter the last month of your accounting year or tax year. An accounting or tax year is usually 12 consecutive months, either a calendar year or a fiscal year (including a period of 52 or 53 weeks). A calendar year is 12 consecutive months ending on December 31. A fiscal year is either 12 consecutive months ending on the last day of any month other than December or a 52-53 week year. For more information on accounting periods, see Pub. 538

“Will you file Form 8871 under Sec 527”

- a. **This should be a YES as all political organizations must file as an organization to be classified as not-for-profit tax exempt.**
- b.

Note 2: Political organizations use Form 8871 (Political Organization Notice of Section 527 Status) to notify the IRS that the organization is to be treated as a tax-exempt Section 527 organization. Download the instructions for this form here: <http://www.irs.gov/pub/irs-pdf/i8871.pdf>

Every political organization that is to be treated as a tax-exempt political organization under the rules of section 527 must file Form 8871, **except for:**

- An organization that reasonably expects its annual gross receipts to always be less than \$25,000,
- A political committee required to report under the Federal Election Campaign Act of 1971 (2 U.S.C. 431 et seq.),
- A political committee of a state or local candidate,
- A state or local committee of a political party, or
- A tax-exempt organization described in section 501(c) that is treated as having political organization taxable income under section 527(f)(1).

“Tell Us More About The Political Organization”

- c. **This should be a NO** unless you pay employees through your club or state account.

Click “**Continue**”

10. REVIEW AND SUBMIT

“Summary Of Information”

Note: Review all information and spelling for accuracy. It is recommended that you print this page for your records as this will be your only copy of the application. You will not be able to return this page after you have clicked the “Submit” button

“How Would You Like To Receive Your EIN Confirmation Letter?”

- **Click desired option. We recommend you receive the letter digitally which will allow you to have an immediate download copy.**

Note: If you wish to receive your confirmation letter online, you must install Adobe Reader before beginning the application if it is not already installed.

- b. Click “**Submit EIN Request**” at the bottom of the page to receive your EIN.

Print and save your EIN letter.

Retain it with your organization’s permanent records.

Step by Step with Screenshots:

1. Click The Following Link:

<https://sa.www4.irs.gov/modiein/individual/index.jsp>

Click “**Begin Application**”

The screenshot shows the IRS website's EIN application page. At the top is the IRS logo and navigation links for 'Home', 'File', 'Get an employer identification number', and 'Apply for an Employer Identification Number (EIN) online'. The main heading is 'Apply for an Employer Identification Number (EIN)' with a subtext 'Use this assistance to apply for and obtain an Employer Identification Number (EIN)'. Below this is a section titled 'Important Information Before You Begin' with two links: 'Do I need an EIN?' and 'Do I need a new EIN?'. A note mentions downloading 'Form SS-4' if not comfortable with online application. The 'About the EIN Assistant' section lists four points: one-session completion, 15-minute session limit, immediate EIN upon verification, and Adobe Reader recommendation. The 'Restrictions' section lists five points: May 21, 2012 issuance limit, third-party designee authorization, U.S. territories requirement, ITIN requirement for foreign filers, and non-application for non-U.S. entities. A blue button at the bottom says 'Begin Application Now'.

IRS

Home / File / Get an employer identification number / Apply for an Employer Identification Number (EIN) online

Apply for an Employer Identification Number (EIN)

Use this assistance to apply for and obtain an Employer Identification Number (EIN)

Important Information Before You Begin

Use this assistance to apply for and obtain an Employer Identification Number (EIN).

- [Do I need an EIN?](#)
- [Do I need a new EIN?](#)

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.

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 recommended 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 request 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 Now](#)

2. “What Type Of Legal Structure Is Applying For The EIN”

Select:

- a. **View Additional Types, Including Tax-Exempt And Governmental Organizations**

3. “Additional Types”

Select:

- **Political Organization**

Click “Continue”

IRS [Help](#) [Exit](#)

[Home](#) / [File](#) / [Get an employer identification number](#) / [Apply for an employer identification number \(EIN\) online](#)

Apply for an Employer Identification Number (EIN)

Use this assistance to apply for and obtain an employer identification number (EIN)

1 Legal Structure 2 Identity 3 Address 4 Additional Details 5 Review & Submit 6 EIN Assignment

Legal Structure

All fields marked with an asterisk (*) are required.

What type of legal structure is applying for an EIN?

If you still don't see your organization type, click on "View Additional Types, Including Non-Profit/Tax-Exempt Organizations" to view more types. Additional help may be found by reviewing [all types of organizations and structures](#).

Choose type of legal structure *

- ☐ Sole Proprietor
Includes individuals who are in business for themselves and household employees.
- ☐ Partnerships
Includes partnerships and joint ventures.
- ☐ Corporations
Includes C corporations, personal service corporations, real estate investment trusts (REIT), regulated investment vehicles (RIV), and investment 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 common trusts, special trusts, grantor trusts, irrevocable trusts, and revocable trusts.
- ☒ 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.

Additional Types

In order to obtain an EIN from the IRS, you must know what type of structure or organization you are setting up. If you need additional assistance, consult an accountant or other tax professional before applying for your EIN, or call the IRS at 1-800-829-1040.

Choose the type of legal structure *

☐ Bankruptcy Estate (individual)	☐ Homeowners/Condo Association
☐ Block/Tenant Association	☐ Household Employer
☐ Church	☐ IRA
☐ Church-Controlled Organization	☐ Memorial or Scholarship Fund
☐ Community or Volunteer Group	☐ Plan Administrator
☐ Employer/Volunteer (under 501(c)(3))	☒ Political Organization
☐ Employer Plan (401k, Money Purchase Plan, etc.)	☐ PTA/PTO or School Organization
☐ Farmer's Cooperative	☐ RUC
☐ Government, Federal/Military	☐ Social or Savings Club
☐ Government, Indian Tribal Governments	☐ Sports Teams (community)
☐ Government, State/Local	☐ Withholding Agent
	☐ Other Non-Profit/Tax-Exempt Organizations

4. “Confirm You Registration”
5. “Why Is The Political Organization Requesting An EIN?”

Select

- **Banking Purposes**

Click “Continue”

The screenshot shows the IRS EIN application form for a Political Organization. The title is "Confirm your selection of Political Organization as the type of structure applying for an EIN". Below the title, it says "What it is ...". There are two bullet points: "A political organization is a party, committee, association, or fund (including a separate segregated fund described in section 527(f)(2)) set up by a section 501(c) organization, or other organization." and "A political organization is organized and operated primarily for the purpose of: Accepting contributions, making contributions, or both; influencing the selection, nomination, election, or appointment of any individual to any public office or office in a political organization." Below this, it says "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." Below this is a section titled "Why is the Political Organization requesting an EIN?" with instructions: "If your main reason for applying is not on the list, please select the option you feel is closest to your main reason. If more than one reason applies to you, choose the best or main reason." There are five radio button options: "Started a new business" (with subtext "If you are beginning a new business"), "Hired employee(s)" (with subtext "If you already have a business and intend to hire employees"), "Banking purposes" (which is selected, with subtext "If the reason for applying for the EIN is solely to satisfy banking requirements or to obtain"), "Changed type of organization" (with subtext "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."), and "Purchased active business" (with subtext "If you are purchasing a business that is already in operation"). At the bottom are three buttons: "Back", "Continue", and "Cancel".

6. “Identity” “Please tell us about the Responsible Party”

Fill in all required fields

7. “Your role” “Choose One”

Select

- **I am a responsible and duly authorized officer or a board member having knowledge of this organization's affairs.**

Click “Continue”

Apply for an Employer Identification Number (EIN)

Use this assistance to apply for and obtain an Employer Identification Number (EIN)



Identity

All fields marked with an asterisk (*) are required.

Please tell us about the Responsible Party

Must match IRS records or this application cannot be processed.

SSN/ITIN * 

Example: 123-45-6789

 [Show SSN/ITIN](#)

First name *

The only special characters allowed are '-' and '&'

Middle name/initial

The only special characters allowed are '-' and '&'

Last name *

The only special characters allowed are '-' and '&'

Suffix

Jr, Sr, etc.

Your role

Choose one * 

- ☒ I am a responsible and duly authorized [officer](#) or a [board member](#) having knowledge of this organization's affairs.
- ☐ I am a third party applying for an EIN on behalf of this Political Organization.

8. “Addresses” “Where is the Political Organization Physically Located?”

a. Complete all required fields marked with an asterisk (*)

Click “Continue”



Home / File / [Get an employer identification number](#) / [Apply for an Employer Identification Number \(EIN\) online](#)

Apply for an Employer Identification Number (EIN)

Use this assistance to apply for and obtain an Employee Identification Number (EIN)

✓
[Legal Structure](#)

✓
[Identity](#)

3
Addresses

4
Additional Details

5
Review & Submit

6
EIN Assignment

Addresses

All fields marked with an asterisk (*) are required.

Where is the Political Organization physically located?

Note: Must be a U.S. address. Do not enter a P.O. box. [For military addresses click here](#) .

Street *
The only special characters allowed are "-" and " "

124 North Alfred Street

City *
The only special characters allowed are "-" and " "

Alexandria

State/U.S. territory * 
Select the state/territory. [For military addresses click here](#) .

Virginia (VA)

ZIP/Postal code *
The postal code must be 5 digits

22314

Phone number *
Must contain only digits; do not enter extensions

4054208154

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: 

Do you have an address different from the above where you want your mail to be sent? *

☐ Yes

☒ No

Back

Continue

9. “Additional Details”

“Tell Us About The Political Organization”

a. Complete all required fields marked with an asterisk (*)

Note 1: Closing month of Accounting Year: Enter the last month of your accounting year or tax year. An accounting or tax year is usually 12 consecutive months, either a calendar year or a fiscal year (including a period of 52 or 53 weeks). A calendar year is 12 consecutive months ending on December 31. A fiscal year is either 12 consecutive months ending on the last day of any month other than December or a 52-53 week year. For more information on accounting periods, see Pub. 538

“Will you file Form 8871 under Sec 527”

d. This should be a YES as all political organizations must file as an organization to be classified as not-for-profit tax exempt.

e.

Note 2: Political organizations use Form 8871 (Political Organization Notice of Section 527 Status) to notify the IRS that the organization is to be treated as a tax-exempt Section 527 organization. Download the instructions for this form here: <http://www.irs.gov/pub/irs-pdf/i8871.pdf>

Every political organization that is to be treated as a tax-exempt political organization under the rules of section 527 must file Form 8871, **except for:**

- An organization that reasonably expects its annual gross receipts to always be less than \$25,000,
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- A political committee of a state or local candidate,
- A state or local committee of a political party, or
- A tax-exempt organization described in section 501(c) that is treated as having political organization taxable income under section 527(f)(1).

“Tell Us More About The Political Organization”

f. This should be a NO unless you pay employees through your club or state account.

Click “Continue”

Apply for an Employer Identification Number (EIN)

Use this assistance to apply for and obtain an Employer Identification Number (EIN)



Additional Details

All fields marked with an asterisk (*) are required.

Tell us about the Political Organization

Legal name of Political Organization *

The legal name may not contain any of the following endings: LLC, PLLC, LC, The only special characters allowed are '-' and '&'

National Federation of Re

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

The trade name may not contain an ending such as LLC, LC, PLLC, PA, Corp, or Inc. The only special characters allowed are '-' and '&'

County where Political Organization is located *

Alexandria

State/Territory where the Political Organization is located *

Virginia (VA)

Political Organization Start Date *

Month Year

January

2025

Closing month of accounting year *

December

Will you file Form 990 under Sec 527? *

☒ Yes

☐ No

Tell us more about the Political Organization

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

[Back](#)

[Continue](#)

10. REVIEW AND SUBMIT

“Summary Of Information”

Note: Review all information and spelling for accuracy. It is recommended that you print this page for your records as this will be your only copy of the application. You will not be able to return this page after you have clicked the “Submit” button

“How Would You Like To Receive Your EIN Confirmation Letter?”

- a. **Click desired option. We recommend you receive the letter digitally which will allow you to have an immediate download copy.**

Note: If you wish to receive your confirmation letter online, you must install Adobe Reader before beginning the application if it is not already installed.

- b. Click “**Submit EIN Request**” at the bottom of the page to receive your EIN.

Print and save your EIN letter.

Retain it with your organization’s permanent records.

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Review and Submit

All fields marked with an asterisk (*) are required.

Review your information before submitting.

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

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 digitally in the next step

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 (allow up to 4 weeks for delivery)

The IRS will send the letter to the mailing address you provided.

Summary of your information

Legal Structure

Organization Type	POLITICAL ORGANIZATION
-------------------	------------------------

Political Organization Information

Legal name	NATIONAL FEDERATION OF REPUBLICAN WOMEN
County	ALEXANDRIA
State/Territory	VA
Start date	JANUARY 2025
Closing month of accounting year	DECEMBER
Form 8871 under Sec 527 filer	NO

Addresses

Physical Location	124 NORTH ALFRED STREET ALEXANDRIA VA 22314
Phone Number	405-420-8154
Mail directed To	

Responsible Party

Name	PAM POLLARD
SSN/ITIN	XXX-XX-9053

Additional Political Organization Information

Has employees who receive Forms W-2	NO
Reason for Applying	BANKING PURPOSES

Click "Submit EIN Request" to send your request and receive your EIN. Once you submit, please wait while your application is being processed. It can take up to two minutes for your application to be processed.

[Back](#)

[Submit EIN Request](#)

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