

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 <u>free</u> 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-numberein-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 market 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"

<u>Note</u>: 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"



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)

Important Information Before You Begin

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

- Do I need an 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.
- 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 of 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>U.S. territories</u>
 ∠.
- 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

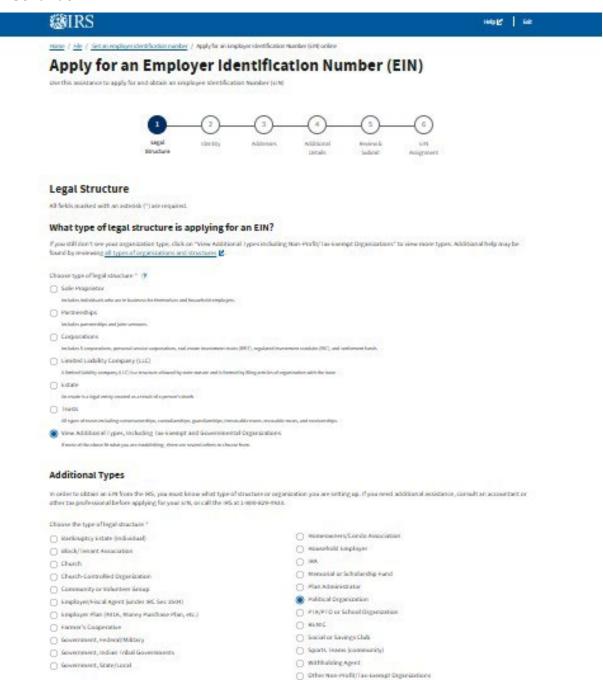
2. "What Type Of Legal Structure Is Applying For The EIN"

Select:

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

Select:

• Political Organization

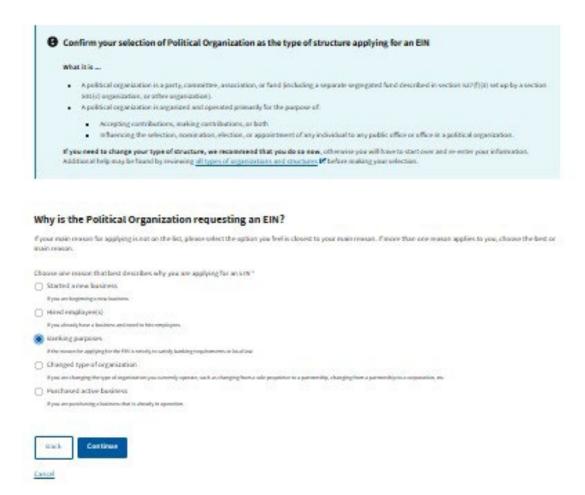


- 4. "Confirm You Registration"
- 5. "Why Is The Political Organization Requesting An EIN?"

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.



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

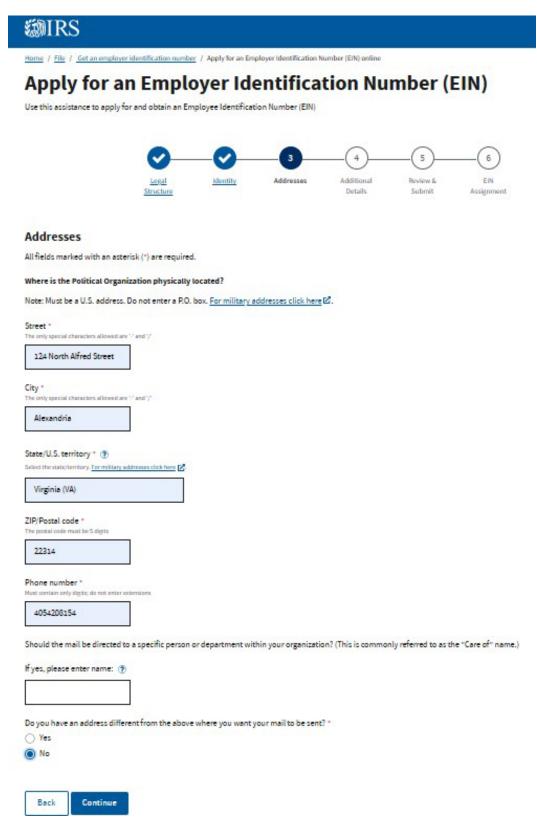
Apply for an Employer Identification Number (EIN)

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



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 * ③ Complet 123-45-6109
Show SSN/ITIN
First name " The only special characters allowed are " and "&"
Pam
Middle name/initial The only special characters allowed are '-' and '&'
Last name " The only special characters allowed are 'V' and '&' Polland
Suffix Jr, St, etc.
Your role
Chaose one * 🏵
I am a responsible and duly authorized officer of or a board member of having knowledge of this organization's affairs. I am a third party applying for an EIN on behalf of this Political Organization.
Back Continue

- 8. "Addresses" "Where is the Political Organization Physically Located?"
 - a. Complete all required fields marked with an asterisk (*)



9. "Additional Details"

"Tell Us About The Political Organization"

a. Complete all required fields market 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,
- 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"

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



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

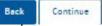
Apply for an Employer Identification Number (EIN)

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



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 V and WNational 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, 'PW, 'Corp', or 'Inc'. The only special characters allowed are '/ and W' County where Political Organization is located * Alexandria State/Territory where the Political Organization is located * Virginia (VA) Political Organization Start Date * 3 Month Year January 2025 Closing month of accounting year * ③ December Will you file Form 8871 under Sec 527? * ③ Yes O 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 fillings with the IRS.) * 🕐 O Yes No No Continue

Prep



10. REVIEW AND SUBMIT

"Summary Of Information"

<u>Note</u>: 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.

<u>Note:</u> 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.

<u>Disclaimer</u>: The National Federation of Republican Women does not warrant that any information contained in or made available through this website is accurate, complete, reliable, current or error-free. We assume no liability or responsibility for any errors or omissions in the content of this website or such other materials or communications. This website may contain hyperlinks to websites and servers maintained by third parties. We do not control, evaluate, endorse or guarantee content found in those sites. We do not assume any responsibility or liability for the actions, products, services and content of these sites or the parties that operate them

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 * 🔮



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	7.6

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.



Submit EIN Request