

Applying for a Chapter EIN

In order to apply for an EIN for your chapter, visit the following link on your computer:

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

(If the above link is no longer active, you can visit www.irs.gov and follow any links that say "Apply for an EIN")

The following are screen by screen instructions. Fill out the online forms as shown in these pictures (except when entering information specific to your person or your chapter) in order to obtain your EIN. Please remember that as soon as you obtain your EIN, you MUST send an email with the Adobe Acrobat File the IRS provides you to headquarters (AHEPA: patrice@ahempa.org and SOP/MOA: stephanie@ahempa.org) so that we can make sure your new EIN is registered as being under the AHEPA umbrella. Once we receive this, you will be provided with a letter of exemption to assist in opening your bank account.

On the first screen, select the circle that says **View Additional Types** and press **Continue**.

The screenshot shows the 'EIN Assistant' web interface. At the top, there is a progress bar with five steps: '1. Identify', '2. Authenticate', '3. Addresses', '4. Details', and '5. EIN Confirmation'. The current step is '1. Identify'. The main heading is 'What type of legal structure is applying for an EIN?'. Below this, there is a paragraph of instructions and a list of radio button options. The 'View Additional Types, Including Tax-Exempt and Governmental Organizations' option is selected. A 'Help Topics' sidebar on the right contains a link: 'What if I do not know what type of legal structure or organization to choose?'. At the bottom, there are 'Back' and 'Continue' buttons, and a footer with 'IRS Privacy Policy | Accessibility'.

EIN Assistant

Your Progress: 1. Identify 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

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.

Help Topics

[? What if I do not know what type of legal structure or organization to choose?](#)

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On the second screen, select the option for **Other Non-Profit Organizations** and press **Continue**.

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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](#)
- [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](#)

[Help Topics](#)

- [What if I still do not know what type of structure or organization to choose?](#)

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On the next screen, select **Banking Purposes** and press **Continue**.

EIN Assistant

Your Progress: 1. Identify 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

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.

[Help Topics](#)

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

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Next, fill out the information about the responsible party, or the Chapter Contact. You will need to fill out the fields for your **First & Last Name**, as well as your **Social Security Number**.

When you finish that, select **I am a responsible and duly authorized member or officer**.

Press **Continue**.

Your Progress: 1. Identify ✓ 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

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 *

Middle name/initial

Last name *

Suffix (Jr, Sr, etc.)

SSN/TIN * - -

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.

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The next screen will ask you for details specific to your chapter.

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Enter the name of your Chapter as "Sons of Pericles" and include the number immediately after, i.e. SONS OF PERICLES 785

Make sure the information in the County and State boxes is correct.

For the start date, select the current month and year.

Press **Continue**.

EIN Assistant

Your Progress: 1. Identify ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details 5. EIN Confirmation

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'.

Legal name of Non-Profit/Tax-Exempt Organization *

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

County where Non-Profit/Tax-Exempt Organization is located *

State/Territory where Non-Profit/Tax-Exempt Organization is located *

Non-Profit/Tax-Exempt Organization [start date](#) *

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

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The next page will ask you to verify your address, please make sure it is correct and press **continue**.

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Fill out the next page as follows, checking **No** to every question, then press **continue**.

EIN Assistant

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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? * (Forms W-2 require additional filings with the IRS.) Yes No

Before continuing, please review the information above.

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Help Topics

[? What is Form 720?](#)

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On the next screen, select the circle next to **Other** and press **continue**.

- [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

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On the next page, select **Other** and in the box next to it, type "**Fraternal Organization Under the Lodge System**" and press **continue**.

EIN Assistant

Your Progress: 1. Identify ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details 5. EIN Confirmation

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:

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Tick the box to receive your letter online, press continue, and make sure you save the file you are given with your EIN on it!

EIN Assistant

Your Progress: 1. Identify ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details ✓ 5. EIN Confirmation

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.

Continue >>

Congratulations! You did it!