

Applying for an EIN (Employer Identification Number) For Unit Morale Fund Bank Account

<https://sa1.www4.irs.gov/modiein/individual/index.jsp> OR www.irs.gov

Choose type you are applying for

1. View additional types
2. Government, Federal/ military

Continue

Confirm your selection

Confirm your selection of **Government, Federal/Military** as the type of structure applying for an EIN.

What it is...

- The federal government includes all branches of the federal government system, such as the departments of: Treasury, Interior, Defense, etc. Military organizations include officers' clubs, enlisted men's clubs, NCO clubs, billeting funds, etc. All federal government/military agencies are direct employees of the federal government.

Continue

Reason applying for EIN

- Banking purposes

Responsible person

- (Commander Officer/OINC or Designated Person and SSN)
- I am a duly authorized member, officer, or employee of the organization or government of the organization or government entity

Fill in information

- Duly authorized member of the organization

Address: Unit Address

- _ Company, _ Unit
- Street Address
- City
- State, Zip Code

Mail directed to specific department

- _ Company, _ Unit

Different address to send mail

- No

Physical location not found

- Accept as entered

Tell us about Government/ military

- Legal: _ Company, _ Unit
- County:
- Start Date:

Tell us more about Government/ military

- Answer **No** to all questions

What does organization do?

- Other
- Other: Family Readiness Group

Receive Letter online

Review Summary of your

information Print Summary page

Submit

Follow the rest of the instructions

NOTE: 1. Please submit copy of EIN document to the appropriate Point of Contact for your command

2. Maintain document in Treasurer book

3. Please note some guidelines have changed. One Signer on the bank account must be listed as the individual responsible for the EIN. When a treasurer leaves a unit the CO/OINC or designated person will need to issue a memorandum to the IRS noting the change on the EIN account.

This is a step by step instructional guide to setting up an EIN number a for Unit Morale Fund account.

Please note some guidelines have changed. One Signer on the bank account must be listed as the individual responsible for the EIN. When a treasurer leaves a unit the CO/OINC or designated person will need to issue a memorandum to the IRS noting the change on the EIN account.

This guide will go through step by step how to set up an USCG EIN.

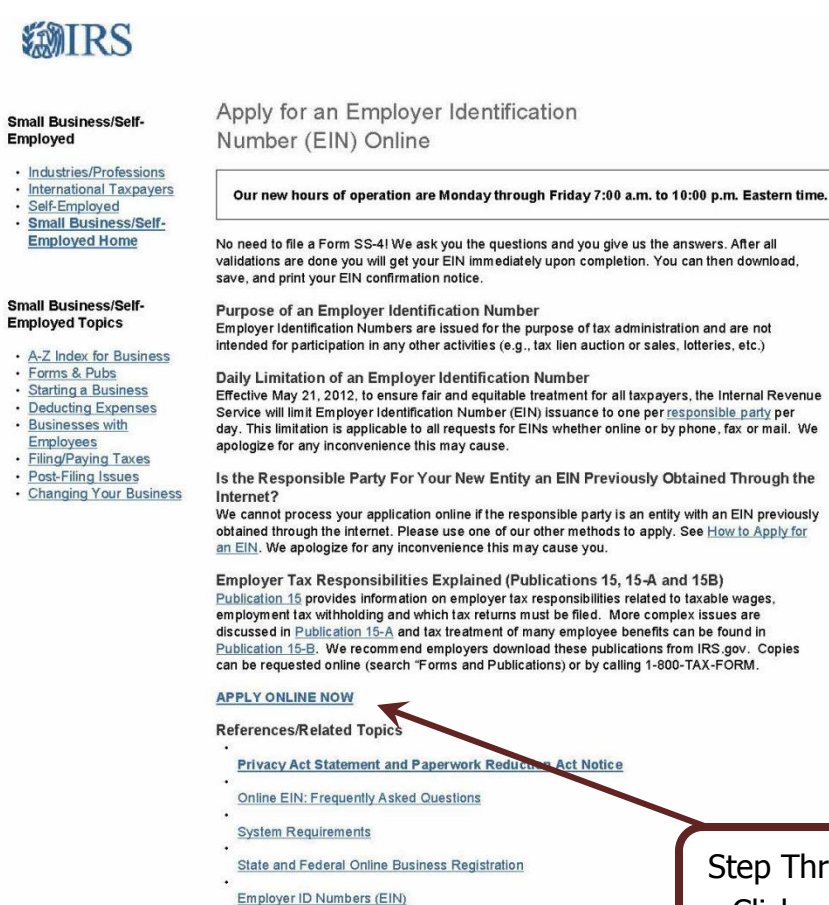
Step One:

Open internet explorer and go to www.irs.gov

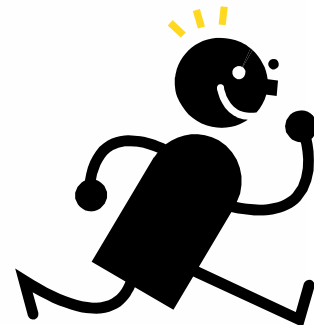
Step Two:

At the top of the page you will see four pictures of different people. Click on the second picture where it states "I need to apply for an EIN"

The window browser will open to the page pictured below

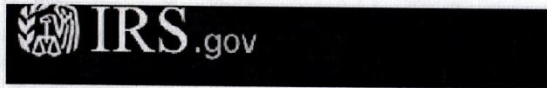


The screenshot shows the IRS website page titled "Apply for an Employer Identification Number (EIN) Online". The page includes the IRS logo, navigation links for "Small Business/Self-Employed" and "Small Business/Self-Employed Topics", and a main content area with several sections: "Our new hours of 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", "Daily Limitation of an Employer Identification Number", "Is the Responsible Party For Your New Entity an EIN Previously Obtained Through the Internet?", and "Employer Tax Responsibilities Explained (Publications 15, 15-A and 15B)". At the bottom, there is a blue button labeled "APPLY ONLINE NOW" and a "References/Related Topics" section with links to "Privacy Act Statement and Paperwork Reduction Act Notice", "Online EIN: Frequently Asked Questions", "System Requirements", "State and Federal Online Business Registration", and "Employer ID Numbers (EIN)".



Step Three:

Click on "[APPLY ONLINE NOW](#)"



EIN Assistant

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?](#)

For help or additional information on any topic, click the underlined key words, or view Help Topics on the right side of the screen. Make sure that pop-ups are allowed from this site.

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.

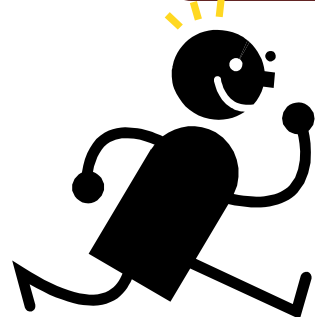
Restrictions

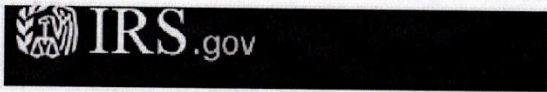
- Effective May 21, 2012, to ensure fair and equitable treatment for all taxpayers, the Internal Revenue Service will limit Employer Identification Number (EIN) issuance to one per responsible party per day. This limitation is applicable to all requests for EINs whether online or by phone, fax or mail. 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).

Begin Application >>

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.

Step Four:
Click on Begin
Application





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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Step Five:
Mark the circle for View Additional types
Then Click Continue.





EIN Assistant

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

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](#)

Help Topics

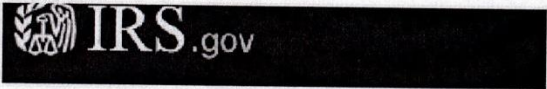
[What if I still do not know what type of structure or organization to choose?](#)

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Continue >>

Step 6:
Mark the circle for
[Government, Federal/Military](#)
Then click Continue





EIN Assistant

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

Please confirm your selection.

Confirm your selection of **Government, Federal/Military** as the type of structure applying for an EIN.

What it is...

- The federal government includes all branches of the federal government system, such as the departments of: Treasury, Interior, Defense, etc.
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What it is not...

- You are not considered a federal government or military organization if you are a contractor doing business with the federal government or military.

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 >>

