Tax ID/Employer ID (EIN) Number for Registered Student Organizations

A Tax ID Number or EIN (Employer ID Number) is like a social security number for your organization. Student organizations are often in situations that require a Federal Tax ID Number (opening an organizational bank account, conducting fundraisers, receiving reimbursement if allocated money through the student organization fee, etc.). Registered student organizations are not permitted to use the MSU’s tax identification number; therefore, they are required to obtain their own EIN. The purpose of the EIN is so the IRS will not make any organization members personally responsible for taxes on revenue that the organization has earned.

Tax Exemption
Student organization registration with the Office of Student Engagement does not imply tax exemption. Only College departments and offices may use MSU’s tax ID number.

Apply for an EIN Online
The following steps were written to assist a registered student organization with applying for an EIN online. If you have any technical issues or have questions regarding the form, please refer to the IRS’ help and support services. You may also contact the Office of Student Engagement at clubs@montana.edu.

2. Click the **APPLY for an EIN Online** link.
3. Click on **Apply Online Now** button.
4. Once you have read the instructions on the page, click the Begin Application button.
5. Select the **View Additional Types, Including Tax-Exempt and Governmental Organizations** option for the “What type of legal structure is applying for an EIN?” question and then click the **Continue** button.
6. **IMPORTANT:** Any of the following options may describe your type of organization: 1) Political Organization; 2) Church-Controlled Organization; 3) Community or Volunteer Group; 4) Social or Savings Club; or 5) Sports Teams (community). Once your selection is made, click on the **Continue** button.

### 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
- PIAMPTQ or School Organization
- REMIC
- Social or Savings Club
- Sports Teams (community)
- Withholding Agent
- Other Non-Profit/Tax-Exempt Organizations
7. Confirm the type. Click Continue.
Why is the Political 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 of 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.

Continue >>
Who is the Responsible Party of the Political Organization?

The responsible party can be either an individual OR an existing business.

Please choose one:

- Individual
- Existing business

8. Select Individual.
9. Fill out your information or advisor/another officer information. Enter your first name, last name, and SSN/ITIN.
10. Preferably, enter you on-campus address. This may be your advisor’s or your SUB mailbox. You are may also use the Office of Student Engagement Address:

222 Strand Union Building or 801 Grand Street
Bozeman, MT 59717

11. Next page is verifying address.
12. Enter your information. DO NOT put MSU or Montana State in front of your club name. For example, DO NOT say MSU Social club. Instead use, Social Club or Social Club of MSU.
13. Enter the requested information about your organization and click the **Continue** button when you are done. Repeat this step for the next screen requesting additional organizational information.
14. Select the **Other** option for the question “What does your business or organization do?” and click the **Continue** button.
15. Select the **Organization** option for the question regarding your business activity and click the **Continue** button.

16. From the list of organizational activities select the activity that best describes what your organization does (most organizations will select the **Social or civic** option and click the **Continue** button.)
18. If you are unsure, social or civic is a good option.
19. **IMPORTANT:** Select Receive Letter Online. DO NOT choose receive by mail.
Summary of your information

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

Organization Type: Non-Profit Tax-Exempt Organization

<table>
<thead>
<tr>
<th>Non-Profit Tax-Exempt Organization Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal name:</td>
</tr>
<tr>
<td>County:</td>
</tr>
<tr>
<td>Start date:</td>
</tr>
</tbody>
</table>

Addresses

| Physical Location: | 200 YELLOWSTONE HALL |
| Phone Number: | 406-884-3113 |
| Mail directed to: | JOHN SMITH |

| Responsible Party |
| Name: |
| SSN/TIN: |

Principal Business Activity

What your business/organization does: ATHLETIC ORG
Principal products/services: UNDER WATER BASKET WEAVING

Additional Non-Profit Tax-Exempt Organization Information

- Owns a 56,000 pounds or greater highway motor vehicle: NO
- Involves gambling/wagering: NO
- Involves alcohol, tobacco or firearms: NO
- Files Form 720 (Quarterly): NO
- Federal Excise Tax Return: NO
- Has employees who receive Forms W-2: NO
- Reason for Applying: BANKING PURPOSES

We strongly recommend you print this summary page for your records as this will be your only copy of the application. You will not be able to return to this page after you click the "Submit" button.

Click "Submit" to send your request and receive your EIN.
15. Once you receive the information, **retain it in your student organization files for current and future leadership.** Also, please feel free to provide the Office of Student Engagement a copy at clubs@montana.edu so they can keep on file.
16. Hit continue until confirmation and you have finished and completed the form.