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. An organization wishing to apply for tax-exempt status must realize it is a complex and cumbersome process. If a student organization is qualified for tax-exempt status, it most likely will be covered under 501(c)(3) or 501(c)(7) sections in the IRS tax code and would file a form 1023. The application process will take a minimum of six months, but may last more than year before a tax-exempt certificate is issued.

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.

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. **We DO NOT recommend selecting Other/Nonprofit, as you will need to apply to become a nonprofit.**
7. Confirm the type. Click Continue.
8. Select “Banking Purposes”
8. Select **Individual**.
9. Fill out your information or advisor/another officer information. Enter your first name, last name, and SSN/ITIN.

10. Select whether you are an officer or member of the organization or whether you are applying for the EIN as a third party on behalf of the organization and then click the **Continue** button.
11. Preferably, enter your on-campus address. This may be your advisor’s or your SUB mailbox.

12. Next page is verifying address.
13. 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.
14. 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.
15. Select the **Other** option for the question “What does your business or organization do?” and click the **Continue** button.
16. Select the **Organization** option for the question regarding your business activity and click the **Continue** button.

17. 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. 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

Non-Profit/Tax-Exempt Organization Information

Legal name: UNDER WATER BASKET WEAVING CLUB
County: GALLATIN
State/Territory: MT
Start date: JANUARY 2017

Addresses

Physical Location: 200 YELLOWSTONE HALL
Phone Number: 406-994-3113
Mail directed to: BOZEMAN MT 59715

Responsible Party

Name: JOHN SMITH
SSN/TIN: [Redacted]

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.

Once you submit, please wait while your application is being processed. It can take up to two minutes for your application to be processed.
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.

16. Hit continue until confirmation and you have finished and completed the form.