

# EIN-Simple Step by Step Outline to Get an Employment Identification Number (EIN)

Go to: <https://sa2.www4.irs.gov/modiein/individual/index.jsp>

Select: Begin application

Select: View Additional Types (the last available option)

Select: Other Non-Profit/Tax-Exempt Organizations (last available option)

Select: Continue (a confirmation page)

Select: Banking Purposes

Select: Individual (the Responsible Party)

Enter: District Treasurer, Secretary or President's info – it is mostly just for contact purposes if necessary

Enter: Responsible Person's name, and

Select: I am a responsible member etc etc

Enter: Address info

Enter: Organization Name: OMEA District \_\_\_\_

Enter: Doing Business As: OMEA District \_\_\_\_

Enter: March 2011 (business start date)

Select: No

No

No

No

Select: Other (the last available option)

Select: Other

Enter: Education (what does your organization do?)

How would you like to receive this letter?

Select: either mail or email

Go ahead and complete!