



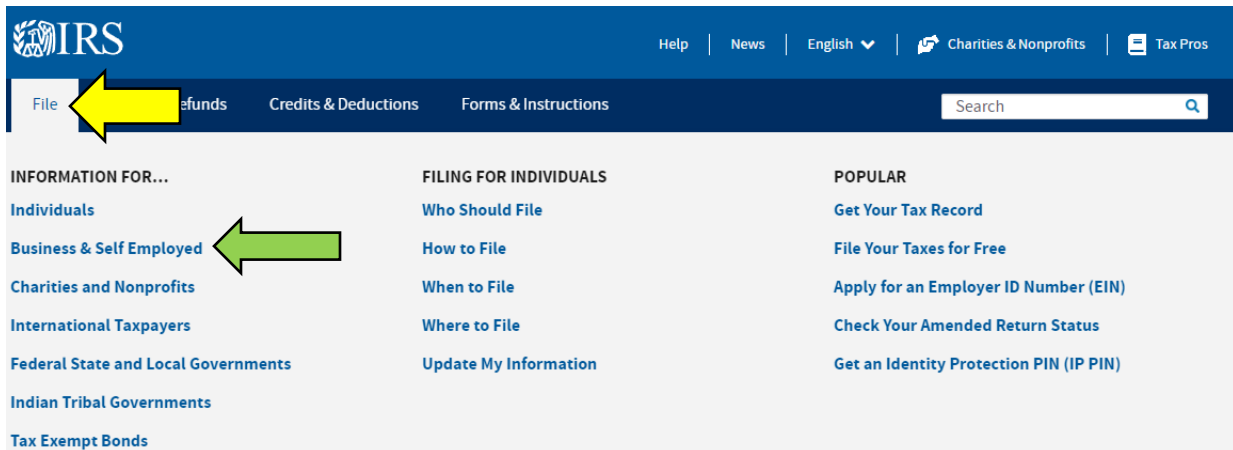
How to Apply for an Employer Identification Number (EIN)

Before you begin, please have the following information available:

- Locate the date your Chapter/Department was formed. You will need the month and year. This information will be located on your Charter. If you still cannot locate the date after checking the Charter, please email compliance@americangoldstarmothers.org
- Determine who will be the Responsible Party for your EIN, this should be the Chapter/Department President or Treasurer
- Select an address for the Responsible Party. This can be a home address.
- If you want the mail to be sent to a separate address, please have that available as well. (Example: Your President will be the Responsible Party but you want the mail to be sent to the Treasurer because she will be recording and storing the documentation and completing the tax-returns (Form 990 or Form 990-N).
- The electronic form will be emailed to all Chapter/Department Presidents and Treasurers on 25 October 2022 to identify your Chapter/Department information and your EIN Determination Letter.

Starting the EIN Application:

1. Navigate to irs.gov
2. From the IRS homepage navigation menu, select “File” then “Business & Self Employed”



3. On the Tax Information for Businesses page, click on the “Employer ID Number (EIN)” button

[Home](#) / [File](#) / [Businesses](#)

Tax Information For Businesses

English | E

Individuals

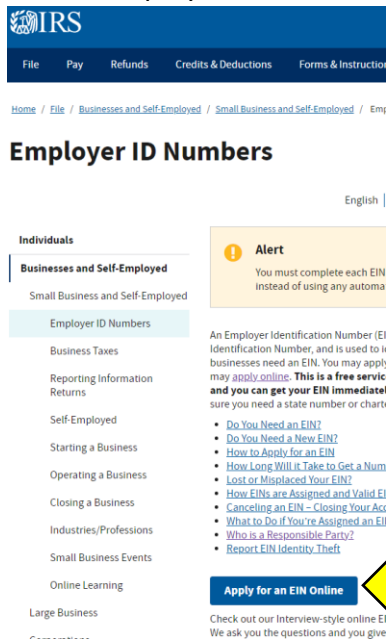
Businesses and Self-Employed

Small Business and Self-Employed

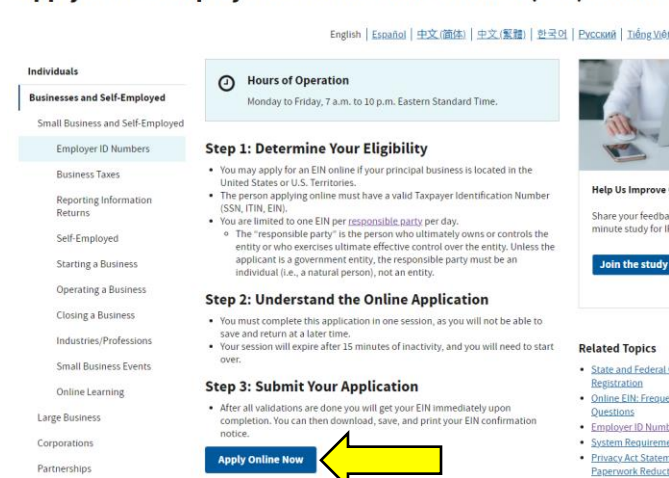
Tax information, tools, and resources for

Employer ID Number (EIN)

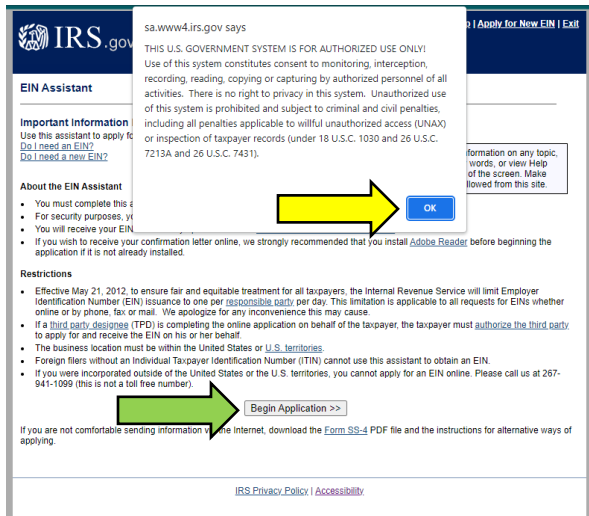
4. On the Employee ID Numbers page, scroll down and click on the “Apply for an EIN Online”



5. On the Apply for an Employer Identification Number (EIN) Online page, scroll down and click on the “Apply Online Now”

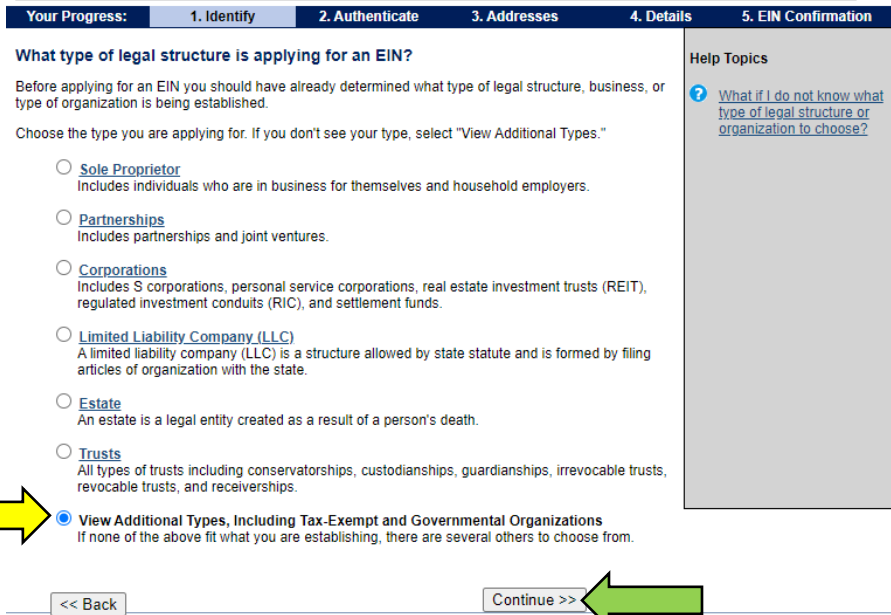


6. A new window will open with an Authorized Use notification, click “OK” to close the window and proceed. Then click “Begin Application”



7. On the next screen, click the radio button next to “View Additional Types, including Tax-Exempt and Governmental Organizations” then click “Continue”

EIN Assistant



8. Select the “Other Non-Profit/Tax-Exempt Organizations” radio button and click “Continue”

EIN Assistant

Your Progress: 1. Identify 2. Authenticate 3. Addresses 4. Detail

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](#)

<< Back Continue >>

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9. Click “Continue

EIN Assistant

Your Progress: 1. Identify 2. Authenticate 3. Addresses 4. Detail

Please confirm your selection.

Confirm your selection of **Other Non-Profit/Tax-Exempt Organizations** as the type of structure applying for an EIN.

What it is...

- A non-profit organization is an entity organized and operated for one or more of the purposes listed under Section 501(a) of the Internal Revenue Code.

What it is not...

- A business or organization organized for profit.
- A sole proprietorship or partnership.

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 >>

10. Select the “Banking Purposes” radio button and click “Continue”

EIN Assistant

Your Progress: 1. Identify 2. Authenticate 3. Addresses 4. Detail

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.

Continue >>

11. Enter the agreed upon Responsible Party Name and Social Security Number. Select the “I am a responsible and duly authorized member or officer” radio button and click “Continue”

NOTE: You will need to enter your name as it appears on your social security card.

REMINDER: Entering your SSN will have NO effect on your personal taxes or finances.



EIN Assistant

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

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/ITIN * - -

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.

12. Enter the address of the Responsible Party and best contact phone number

- a. If you want a name on mail from the IRS in addition to the Organization name, enter in the box provided.
- b. If you have decided you would like mail from the IRS to be delivered to an alternate address, select the "Yes" radio button. If mail from the IRS should be delivered to the Responsible Party address entered on this page, select the "No" radio button
- c. Click "Continue"

IRS.gov Help | Apply for New EIN | Exit

EIN Assistant

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

Where is the Non-Profit/Tax-Exempt Organization physically located?

* Required fields

The only special characters allowed for street and city are - and /.
 Note: Must be a U.S. address. Do not enter a P.O. box. For military addresses click here.

Street * 2128 Leroy Place NW
 City * Washington
 State/U.S. territory * DISTRICT OF COLUMBIA (DC)
 ZIP code * 20008
 Phone number * 202 - 222 - 2222

Should the mail be directed to a specific person or department within your organization? (This is commonly referred to as the "Care Of" name.)

If yes, please enter name:

Do you have an address different from the above where you want your mail to be sent? * Yes No

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

Continue >>

13. ONLY APPLICABLE IF YOU SELECTED "YES" ON THE PREVIOUS SCREEN

- a. Enter the address where you want to receive IRS Mail
- b. Click "Continue"

IRS.gov Help | Apply for New EIN | Exit

EIN Assistant

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

What is the Mailing Address of the Non-Profit/Tax-Exempt Organization?

* Required fields

The only special characters allowed for street and city are - and /.
 Note: You must enter a complete address. P.O. boxes and international mailing addresses are allowed.
 For military addresses click here.

Street *
 City *
 State/Province/Territory * For U.S. addresses, enter the state/territory abbreviation or full name. For foreign addresses, enter the full name of the province/territory.
 ZIP/Postal Code
 Country * UNITED STATES

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

Continue >>

14. Enter your organization name in the approved format (see below)

NOTE: You will only be able to enter a hyphen (-) in this form format

Chapter Format Example: American Gold Star Mothers Inc – Southwest Florida Chapter

Department Format Example: American Gold Star Mothers Inc – Department of FL-PR

- a. "County where Non-Profit/Tax Exempt Organization is located" should pre-populate based on the Responsible Party address. Enter the county if it does not pre-populate.
- b. Select the "State/Territory" from the drop-box based on the address of the Responsible Party
- c. Enter the Month and Year of the "Non-Profit/Tax-Exempt Organization start date" based on the date on your Chapter/Department Charter.
- d. Click "Continue"



EIN Assistant

Your Progress: **1. Identify** ✓ **2. Authenticate** ✓ **3. Addresses** ✓ **4. Details**

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.



15. Select the "No" radio button for all questions and click "Continue"

IRS.gov Help | Apply for New EIN

EIN Assistant

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

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.

Continue >>

Help Topics
What is Form 720?

[IRS Privacy Policy](#) | [Accessibility](#)

16. Select the “Other” radio button and click “Continue”

NOTE: There are other options on this page. The image has been edited to display only the top and bottom of the page.

IRS.gov Help

EIN Assistant

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

What does your business or organization do?

Choose **one** category that best describes your business. Click the underlined links for additional examples for each category.

[Accommodations](#)
Casino hotel, hotel, or motel.

[Construction](#)
Building houses/residential structures, building industrial/commercial structures, specialty trade equipment, utility, air transportation, or delivery/express services.

[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

<< Back Continue >>

17. Select the “Organization (such as religious, environmental, social or civic, athletic, etc.)” radio button and click “Continue”

IRS.gov

EIN Assistant

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

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:

<< Back Continue >>

18. Select the “Other-please specify” radio button
a. In the box enter “Veteran Service Organization”
b. Click “Continue”

IRS.gov

EIN Assistant

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

You have chosen Other: Organization.

What is the primary activity of your organization?

- Athletic – please specify:
- Conservation – please specify:
- Environmental – please specify:
- Fundraising – please specify:
- Homeowners association
- Religious – please specify:
- Social or civic – please specify:
- Other – please specify:

Continue >>

19. Please choose the option that will best meet your needs. The Compliance Committee recommends the selection of “Receive Letter Online”.

- a. “Receive letter online” – this option allows you to download and print the determination letter immediately at the end of the application form. It will not be mailed but you can print it for your records. **You will be able to download and save so you can upload the letter on the electronic form which will be emailed to your Chapter/Department President and Treasurer on 25 October 2022.**
- b. “Receive letter by mail” – this option will not provide an immediate determination letter. You will be mailed the letter to the address you designated as the mailing address. The letter takes up to 4 weeks to arrive. **At that time, you will need to scan a copy of the letter so you can upload the letter on the electronic form which will be emailed to your Chapter/Department President and Treasurer on 25 October 2022.**



EIN Assistant

Your Progress: 1. Identity ✓ 2. Authenticate ✓ 3. Addresses ✓ 4.

How would you like to receive your EIN Confirmation Letter?

You have **two** options for receiving your confirmation letter. Please choose one below:


Recommended Option



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 >> 

- 20. Take a moment and review each entry for accuracy. Once the form is submitted, you will not be able to return to this screen or make edits.
 - a. The Compliance Committee recommends that you print this screen for your records.
 - b. Once you have completed the review, click “Submit”
 - c. Please be patient while the form processes, it can take up to 2 minutes to complete.

IRS.gov

EIN Assistant

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

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:	AMERICAN GOLD STAR MOTHERS INC - DEPARTMENT OF NC
County:	FRANKLIN
State/Territory:	NC
Start date:	MARCH 2018

Addresses

Physical Location:	[REDACTED]
Phone Number:	[REDACTED]
Mailing Address:	[REDACTED]

UNITED STATES

Responsible Party

Name:	[REDACTED]
SSN/ITIN:	XXX-XX-XXXX

Principal Business Activity

What your business/organization does:	ORGANIZATION
Principal products/services:	VETERAN SERVICE ORGANIZATION

Additional Non-Profit/Tax-Exempt Organization Information

Owns a 55,000 pounds or greater highway motor vehicle:	NO
Involves gambling/wagering:	NO
Involves alcohol, tobacco or firearms:	NO
Files Form 720 (Quarterly 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.

[IRS Privacy Policy](#) [Accessibility](#)

21. Print this screen for your records, it contains your EIN Number.

- a. If you selected the "Receive letter by mail" option, you will **NOT** have the "CLICK HERE for your EIN Confirmation Letter" option on this page to download your determination letter. You will have to wait for the letter in the mail.
- b. If you can download your letter, please print for your records, and save a copy to send in the reporting form that will be emailed to you on 25 October
- c. If you selected the "Receive letter by mail", please scan and save a copy to send in the reporting form that will be emailed to you on 25 October.

The electronic form will be emailed to all Chapter/Department Presidents and Treasurers on 25 October 2022 to identify your Chapter/Department information and your EIN Determination Letter.

The screenshot shows the IRS.gov EIN Assistant interface. At the top, the IRS logo and ".gov" are on the left, and "Help | Apply for New EIN | Exit" is on the right. Below the header, "EIN Assistant" is displayed. A progress bar shows five steps: "1. Identity ✓", "2. Authenticate ✓", "3. Addresses ✓", "4. Details ✓", and "5. EIN Confirmation". The main content area has a heading "Congratulations! Your EIN has been successfully assigned." followed by a light blue box containing "EIN Assigned: 9[redacted]" and "Legal Name: AMERICAN GOLD STAR MOTHERS INC - DEPARTMENT OF NC". Below this, an "IMPORTANT:" section instructs the user to "Save and/or print this page and the confirmation letter below for your permanent records." and states that the confirmation letter is the official IRS notice. A red bracket highlights a link: "CLICK HERE for Your EIN Confirmation Letter" with a printer icon, and a help link: "Help with saving and printing your letter". A "Continue >>" button is at the bottom right, with a green arrow pointing to it. A "Help Topics" sidebar on the right lists two questions: "What if I do not have access to a printer at this time?" and "Can I access this letter at a later date?".

22. Please review and print/save a copy of this page for your reference

The screenshot shows the IRS.gov EIN Assistant interface. At the top, there is a dark blue header with the IRS logo and the text 'IRS.gov'. To the right of the logo are links for 'Help | Apply for New EIN | Exit'. Below the header, the text 'EIN Assistant' is displayed. A progress bar shows five steps: '1. Identity ✓', '2. Authenticate ✓', '3. Addresses ✓', '4. Details ✓', and '5. EIN Confirmation'. The 'Additional Information about your EIN' section contains the following text: 'We suggest you print this page for your records.' followed by 'When Can You Use Your EIN?'. This section explains that the EIN is permanent and can be used immediately for most business needs, including opening a bank account, applying for licenses, and filing tax returns. It also notes that it may take up to two weeks for the EIN to become part of the IRS's permanent records. Below this, 'Next Steps' are listed, including downloading forms, making electronic payments, and participating in the TIN matching program. A 'Corrections?' section provides information on how to make changes. At the bottom of the page, there are two buttons: '<< Back' and 'Continue >>'. A green arrow points to the 'Continue >>' button.

NOTE: “Please take note of this link on the Additional Information about your EIN page”. This link takes you to great information about tax returns, when to use a Form 990 or Form 990N (postcard)

Next Steps

You can download IRS forms, publications, and tax returns at <http://www.irs.gov/formspubs>

23. Congratulations!! You are DONE!!!

The screenshot shows the final page of the IRS EIN Assistant. It features the same dark blue header with the IRS logo and 'IRS.gov' text, and links for 'Help | Apply for New EIN | Exit'. Below the header, the text 'EIN Assistant' is displayed. The main content of the page is the message: 'Thank you for using the online EIN Assistant.'

If you have questions before or after the EIN Application process, please contact the Compliance Committee: compliance@americangoldstarmothers.org