

National Space Society Chapter IRS Registration

Procedure to get an Employee
Identification Number (EIN) from the
IRS

December 8, 2011

IRS Instructions

- The IRS instructions for applying for an EIN

<http://www.irs.gov/businesses/small/article/0,,id=97860,00.html>

– Online Instructions

<http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>

Note: This Application Is Available During the Following Hours:

- Monday - Friday 6:00 a.m. to 12:30 a.m. Eastern time
- Saturday 6:00 a.m. to 9:00 p.m. Eastern time
- Sunday 7:00 p.m. to 12:00 a.m. Eastern time



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

- Due to a high volume of requests for EINs, the IRS will begin limiting the number of EINs assigned per day to a [responsible party](#). Effective April 11, a responsible party will be limited to five (5) EINs in one business day. This limit is in effect whether you apply online, by phone, fax or mail.
- 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).



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.



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?](#)

[<< Back](#)

[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?](#)

<< Back

Continue >>



EIN Assistant

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

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 >>

Help Topics

- [What is the difference between non-profit and tax-exempt status?](#)
- [How does my organization receive formal recognition as a tax-exempt organization by the IRS?](#)
- [What if I am not sure my organization would qualify as a tax-exempt organization?](#)



EIN Assistant

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

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 >>](#)

Help Topics

- [? I do not see my reason for applying here. What should I choose?](#)
- [? What if more than one reason applies to me?](#)

EIN Individual Request - Online Application - Windows Internet Explorer

https://sa2.www4.irs.gov/modiein/individual/select-individual-or-business.jsp

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EIN Individual Request - Online Appli...

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

Who is the Responsible Party for the Non-Profit/Tax-Exempt Organization?

The [responsible party](#) can be either an [individual](#) OR an [existing business](#).

Please choose **one**:

Individual

Existing business

<< Back

Continue >>

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

You selected individual. 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.

<< Back

Continue >>

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 * 609 Ridge View
City * San Antonio
State/U.S. territory * TEXAS (TX)
ZIP code * 78253
Phone number * 210 - 679 - 7625

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 >>

EIN Individual Request - Online Application - Windows Internet Explorer

https://sa2.www4.irs.gov/modiein/individual/county-and-other-questions.jsp

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Help | Apply for New EIN | Exit

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EIN Assistant

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

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 * NSS Chapter Name

[Trade name/Doing business as](#)
(only if different from legal name)

County where Non-Profit/Tax-Exempt Organization is located * Bexar

State/Territory where Non-Profit/Tax-Exempt Organization is located * TEXAS (TX)

Non-Profit/Tax-Exempt Organization [start date](#) * DECEMBER 2011

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

Continue >>

IRS Privacy Policy

Internet | Protected Mode: Off 100%

The recommendation is to add NSS before the existing chapter name for existing chapters and start the name with NSS for new chapters. Example: NSS San Antonio Space Society

Use the current date as the start date

EIN Confirmation

- What to do/expect
 - Write down the EIN number that the IRS provides
 - You will receive a letter from your local IRS Non-profit office. Scan the letter and Email it to Joe Redfield, Ed Burns and Ronnie Lajoie.
 - Save the letter in your chapter records.
- You are now an organization registered as a non-profit in the eyes of the IRS.

Operating Under the NSS IRS Non-profit Status

- NSS will submit your chapter name to the IRS as a subordinate organization. This occurs when the NSS finance team receives notice of the formation/renaming of a chapter.
- THE CHAPTER is required to complete an online 990 form EACH YEAR to keep it's ability to keep it's non-profit status. (990 filing details to follow.)