



IRS INSTRUCTIONS TO APPLY ONLINE for EIN

- Go to the IRS Website - www.irs.gov
- Click on *Apply for an EIN Number*
- click on *Begin Application (found at middle of page)*
- For type of legal structure — choose *View Additional Types*. →Continue
- Choose *Other Non-Profit/Tax Exempt Organizations* →Continue
- Confirm your selection →Continue
- Purpose of an EIN — choose *Banking Purposes* →Continue
- Responsible Party — Fill in Contact Information →Continue

Print off the page where the EIN is assigned. The IRS will send an official letter in about two weeks. Please send a copy of this letter to the Regional Coordinator so that your Chapter can be added to ATHA's Group Exemption roster and your Chapter will be accepted by the IRS as a tax exempt entity under ATHA's Group Exemption Number.

Additional Questions, contact:

REGIONAL COORDINATOR – Valerie Begeman, 2486 Broadmoor Court, Rapid City, SD 577020-5312

Phone: 605-343-2254. Email: v.begeman@yahoo.com

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