



EIN APPLICATION

**Required by all
U.S. Chapters**

Beta Alpha Psi

For questions or guidance, contact

bap@bapeo.org

919.402.4044

EIN is required to complete 990n e-postcard on end of year report due June 1

EIN is required by every U.S. chapter even if you submit the “Over \$50K” spreadsheet.

Step 2B*

For receipts less than \$50,000, you are required to file the IRS e-Postcard at: [IRS ePostcard](#)

Once completed - please enter your submission id number:

My chapter had less than \$50,000 in receipts this year:

My chapter had \$50K or more in receipts this year:

Sign-off Not Signed-off

Step 2C* -- Upload Over \$50K Spreadsheet

Does your chapter have an average gross receipts of \$50,000 or more, for the last three years?

No Yes

Not Complete

Visit IRS.gov
to apply or click
[here](#)



Summary of Application Process

Step 1: Determine your eligibility.

- You may apply for an EIN online if your principal business is in the United States or U.S. Territories.
- The person applying online must have a valid Taxpayer Identification Number (SSN, ITIN, EIN).
- You are limited to one EIN per responsible party per day.
 - The "responsible party" is the person who ultimately owns or controls the entity or who exercises ultimate effective control over the entity. Unless the applicant is a government entity, the responsible party must be an individual (i.e., a natural person), not an entity. ***The Faculty Advisor is the responsible party.***

Step 2: Understand the online application.

- You must complete this application in one session, as you will not be able to save and return at a later time.
- Your session will expire after 15 minutes of inactivity, and you will need to start over.

Step 3: Submit your application.

- ***After all validations are done you will get your EIN immediately upon completion.*** You can then download, save, and print your EIN confirmation notice.

Begin EIN Application Session



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 recommend that you install [Adobe Reader](#) before beginning the application if it is not already installed.

Restrictions

- Effective May 21, 2012, to ensure fair and equitable treatment for all taxpayers, the Internal Revenue Service will limit Employer Identification Number (EIN) issuance to one per [responsible party](#) per day. This limitation is applicable to all requests for EINs whether online or by phone, fax or mail. We apologize for any inconvenience this may cause.
- 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).

[Begin Application >>](#)

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.

Determine legal structure.

EIN Assistant

Your Progress:

1. Identify

2. Authenticate

3. Addresses

4. Detail

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.

Choose 'Other Non-Profit/Tax-Exempt Organizations.'

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.

<input type="radio"/> Bankruptcy Estate (Individual)	<input type="radio"/> Household Employer
<input type="radio"/> Block/Tenant Association	<input type="radio"/> IRA
<input type="radio"/> Church	<input type="radio"/> Memorial or Scholarship Fund
<input type="radio"/> Church-Controlled Organization	<input type="radio"/> Plan Administrator
<input type="radio"/> Community or Volunteer Group	<input type="radio"/> Political Organization
<input type="radio"/> Employer/Fiscal Agent (under IRC Sec 3504)	<input type="radio"/> PTA/PTO or School Organization
<input type="radio"/> Employer Plan (401K, Money Purchase Plan, etc.)	<input type="radio"/> REMIC
<input type="radio"/> Farmers' Cooperative	<input type="radio"/> Social or Savings Club
<input type="radio"/> Government, Federal/Military	<input type="radio"/> Sports Teams (community)
<input type="radio"/> Government, Indian Tribal Governments	<input type="radio"/> Withholding Agent
<input type="radio"/> Government, State/Local	<input checked="" type="radio"/> Other Non-Profit/Tax-Exempt Organizations
<input type="radio"/> Homeowners/Condo Association	

<< Back Continue >>

Beta Alpha Psi is a 501 (c) (3)

EIN Assistant

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

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 >>

Choose 'Started a new business.'

EIN Assistant

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

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 >>](#)

Faculty Advisor is the 'Responsible Party'

EIN Assistant

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

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.

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.

Input the Chapter Address

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 *

City *

State/[U.S. territory](#) * ▼

ZIP code *

Phone number * - -

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 >>

Legal name: Beta Alpha Psi petitioning chapter

Start Date: The date that the petitioning application was approved

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 *

~~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.

Confirmation: EIN Letter

Send to bap@bapeo.org

IRS DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

BETA ALPHA PSI GREEK NAME
STREET ADDRESS
CITY, STATE, ZIP

Date of this notice: DATE

Employer Identification Number:
XX-XXXXXX

Form: SS-4

Number of this notice: CP 575 E

For assistance you may call us
at: 1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN XX-XXXXXX. This EIN will identify your entity, accounts, tax returns, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

BAP EO will send a letter to IRS requesting to add your chapter as subordinate

Today's date

Department of Treasury
Internal Revenue Service
Ogden, UT 84201-0023

Fax: (801) 620-6253

Hello,

Please add the following organization as a subordinate to the Beta Alpha Psi National Council filing:

Beta Alpha Psi Petitioning Chapter
School Name
Advisor name
Street Address
City, State, Zip
Advisor email

EIN: XX-XXXXXXX

Our tax id number for the group is XX-XXXXXXX

File 990n Beginning May 1



SCAN ME



Sign In or Create a New Account

IRS now offers sign-in options with Login.gov and ID.me. Both offer access to IRS online services with a secure account that protects your privacy.

Login.gov is an account created, maintained, and secured by the U.S. government. ID.me is an account created, maintained, and secured by a technology provider. Currently, Login.gov can only be used to access IRS Form 990-N (e-Postcard) and Qualified Intermediary Application and Account Management System (QAAMS).

If you don't have a Login.gov or ID.me account, you must create a new account.

Sign in with an existing account

Sign in with  LOGIN.GOV

Sign in with  ID.me

OR

Create a new account

Create an account  LOGIN.GOV

 ID.me Create an account

Chapter must file state tax return if required

- **Chapter must also register with the appropriate state agency as required and complete annual filings including state tax return.**
- **Verify requirements with your school.**