EIN Applicatin Instructions

Instructions for applying for an EIN number for churches.

Go to https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-

Scroll down to Step 3: click **Apply Online Now** button

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.

Apply Online Now

This will take you to the EIN Assistant page.
Click **begin application** button under the **restrictions** heading.

Select View **Additional types** button

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?

Help Topics

Before applying for an EIN you should have already determined what type of legal structure, business, or type of organization is being established.

What if I do not know what type of legal structure or organization to choose?

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 (... vestment trusts (REIT), regulated investment conduits (RIC), and s...

○ **Limited Liability Company (LLC)**
A limited liability company (LLC) is a struct ... te 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.

<< Back   Continue >>

Select **continue**

Select **church-controlled organization**

Select **continue**

Select **banking purpose**s option

Enter **Pastor's name** and **Social Security#** and then select **"I am a duly authorized member, officer, or employee of the organization or government entity"**

THE RESPONSIBLE PARTY MUST BE A PASTOR EMPLOYED BY AEC, not a lay pastor or officer/member of the church.