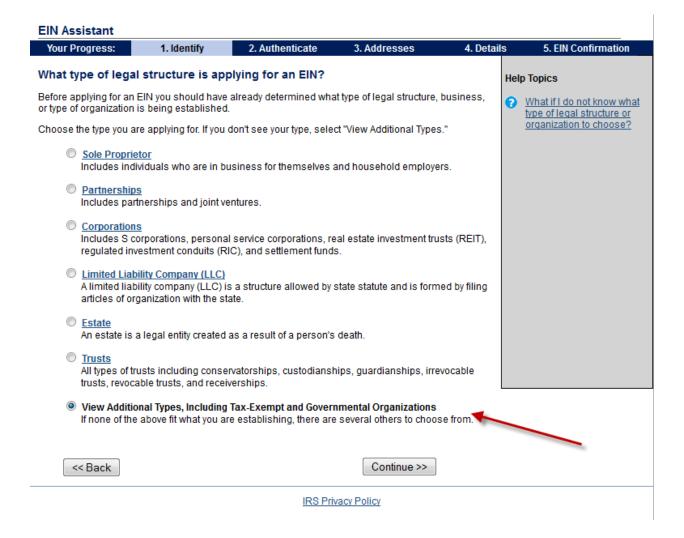
Creating an EIN for your club

You will need some information about your club and approximately 10-15 minutes to complete the online document in one sitting. Please note, you cannot save it and finish it later: https://sa.www4.irs.gov/modiein/individual/index.jsp

You will need a social security number; this can be the treasurer or president, or any other board member. These pictures will show you the answers to select for the questions. If your club or association is a current 501(c)3 please have that paperwork handy.

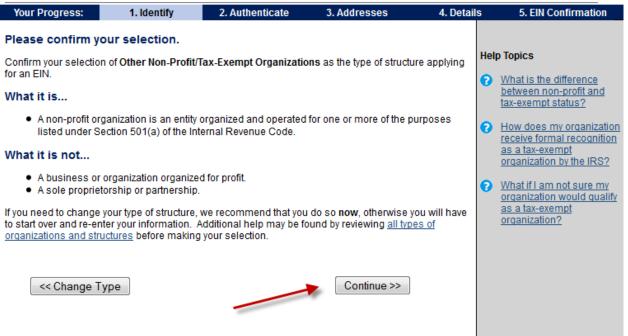
Any questions filling about out this application are best answered by the IRS. Chat or speak with a website customer service representative or send an email message or comment. Website assistance is available Monday-Friday: http://www.irs.gov/uac/Navigate-IRSgov



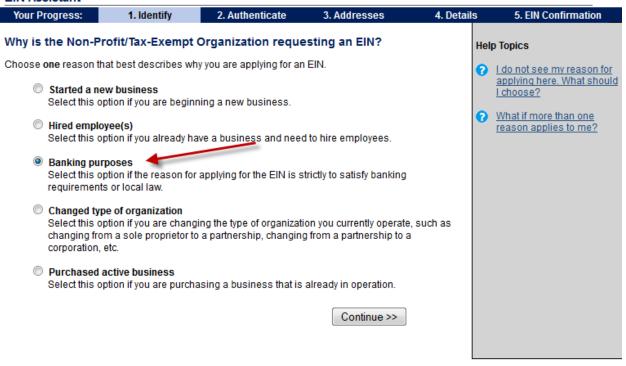
EIN Assistant 5. EIN Confirmation 2. Authenticate 3. Addresses 4. Details Your Progress: 1. Identify Additional Types **Help Topics** Choose the type you are applying for. You can click the underlined terms for a description. What if I still do not know what type of structure or Bankruptcy Estate (Individual) Household Employer organization to choose? Block/Tenant Association IRA Church Memorial or Scholarship Fund Church-Controlled Organization National Guard Community or Volunteer Group Plan Administrator Employer/Fiscal Agent (under IRC Sec 3504) Political Organization Employer Plan (401K, Money Purchase Plan, etc.) PTA/PTO or School Organization Farmers' Cooperative REMIC Government, Federal/Military Social or Savings Club Covernment, Indian Tribal Governments Sports Teams (community) Government, State/Local Withholding Agent Homeowners/Condo Association Other Non-Profit/Tax-Exempt **Organizations** Continue >> << Back

IRS Privacy Policy

EIN Assistant



EIN Assistant



IRS Privacy Policy



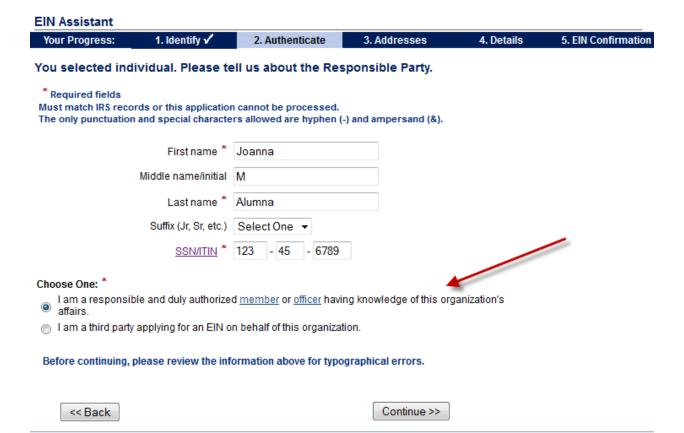
Your Progress: 1. Identify ✓ 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

Continue >>

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

The responsible party can be either an individual OR an existing business.





Initial one-time action steps for Clubs:

- 1. Obtain an Employer Identification Number (EIN) is also known as a Federal Tax Identification Number as outlined above.
- 2. Become a vendor with Cornell University by submitting a W-9 form.
- 3. If the club does not have a local bank account, create one using the Employer Identification Number (EIN).
- 4. If there is an existing account, please update the account information with the EIN; removing any personal social security information currently associated with the account.
- 5. Submit local banking information to Cornell: bank name, address, and account name, routing and account number via an ACH form.

Steps moving forward, after Clubs are setup with EIN and bank account:

- 6. Clubs will continue to submit the Event Detail Form for each program.
- 7. Each event will have a registration site through CornellConnect, regardless of collection of funds.
- 8. Club leaders will now coordinate directly with venues on contracts, deposits and payments.
- 9. Clubs will enjoy any profits from events and likewise, will absorb any losses incurred.
- 10. Provide follow-up documentation of the events held on a *semi-annual basis* to your Alumni Affairs Regional Staff Contact.
- 11. Cash and check payments collected on site will be retained by the club. If checks are an approved *online* form of payment, a local address will be used for collecting those check payments.
- 12. Clubs and associations will pre-determine refund and cancellation policies for each event.
- 13. All registration confirmation emails should be reviewed by the event coordinator.
 - a. Should an event have any complimentary attendees; speakers or special guests, please indicate those guests to your Alumni Affairs Regional Staff Contact, before the event reconciliation.
- 14. Unless otherwise indicated, all event registration sites will close at the time of the event. All walk-in registrations should be paid in cash or check directly to the club.
 - a. Following the conclusion of each event, record all cancellations, no-shows and walk-ins on the attendance list and return to the appropriate Alumni Affairs Regional Staff Contact.
- 15. Within seven business days of your event, your Alumni Affairs Regional Staff Contact will provide a list of attendees and collected funds, less 3%. Once approved by the club, this list is submitted for a direct deposit payment of collected funds.
 - a. If a guest has not remitted payment by the event, please follow up accordingly.
- 16. All board member reimbursements are remitted to the club for payment.
- 17. Maintain a consistent dialogue with your Alumni Affairs Regional Staff Contact Communication continues to be a very important factor in the club's relationship with Cornell University and a consistent dialogue with your Alumni Affairs Regional Staff Contact is necessary to ensure all events are fully sanctioned by Cornell University.