

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](#)

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[IRS Privacy Policy](#)

Help Topics

? [What if I still do not know what type of structure or organization to choose?](#)

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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

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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?](#)

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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.

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Help Topics

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

[IRS Privacy Policy](#)

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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

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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.

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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.