

How to Apply for an EIN online

1. Go to the IRS Webpage and type “Form SS-4” in the search field or click:
<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online> 2. Click **Apply Online Now**

The screenshot shows the IRS website's 'Apply for an Employer Identification Number (EIN) Online' page. The top navigation bar includes 'File', 'Pay', 'Refunds', 'Credits & Deductions', and 'Forms & Instructions'. The breadcrumb trail reads: 'Home > File > Businesses and Self-Employed > Small Business and Self-Employed > Apply for an Employer Identification Number EIN Online'. The page title is 'Apply for an Employer Identification Number (EIN) Online'. On the left, a sidebar menu lists categories: 'Individuals', 'International Taxpayers', 'Businesses and Self-Employed' (selected), and 'Small Business and Self-Employed' (sub-selected). The main content area features a clock icon and 'Hours of operation: Monday through Friday 7 a.m. to 10 p.m. Eastern Time.' Below this, three steps are outlined: 'Step 1: Determine Your Eligibility...', 'Step 2: Understand the Online Application...', and 'Step 3: Submit Your Application...'. Each step includes bullet points detailing requirements and limitations. At the bottom of the steps, a blue button labeled 'Apply Online Now' is circled in red. To the right, there are links for 'Small Business/Self-Employed Topics' and 'Related Topics'.

3. You will see a pop-up box. Click **OK** to continue and then **Begin Application**.

How to Apply for an EIN online

The screenshot shows the IRS EIN Assistant website. A security warning from the browser is displayed over the top half of the page. The warning text reads: "sa.www4.irs.gov says: THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY! Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. 7213A and 26 U.S.C. 7431)." There is an "OK" button to dismiss the warning. The website header includes the IRS logo and "EIN Assistant". Below the header, there is a section for "Important information" with links "Do I need an EIN?" and "Do I need a new EIN?". The "About the EIN Assistant" section contains several bullet points: "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?", and "If you wish to receive your confirmation letter online, we strongly recommended that you install Adobe Reader before beginning the application if it is not already installed." The "Restrictions" section lists: "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.", and "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).". At the bottom of the page, there is a "Begin Application >>" button and a link to the "IRS Privacy Policy".

sa.www4.irs.gov says:

THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY!
Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. 7213A and 26 U.S.C. 7431).

OK

Information on any topic, words, or view Help of the screen. Make sure that pop-ups are allowed from this site.

EIN Assistant

Important information
Use this assistant to apply for
[Do I need an EIN?](#)
[Do I need a new EIN?](#)

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 recommended 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.

[IRS Privacy Policy](#)

4. Click **View Additional Types**, then click **Continue**.

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Help | [Apply for New EIN](#) | [Exit](#)

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?

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.

[<< Back](#)[Continue >>](#)

[IRS Privacy Policy](#)

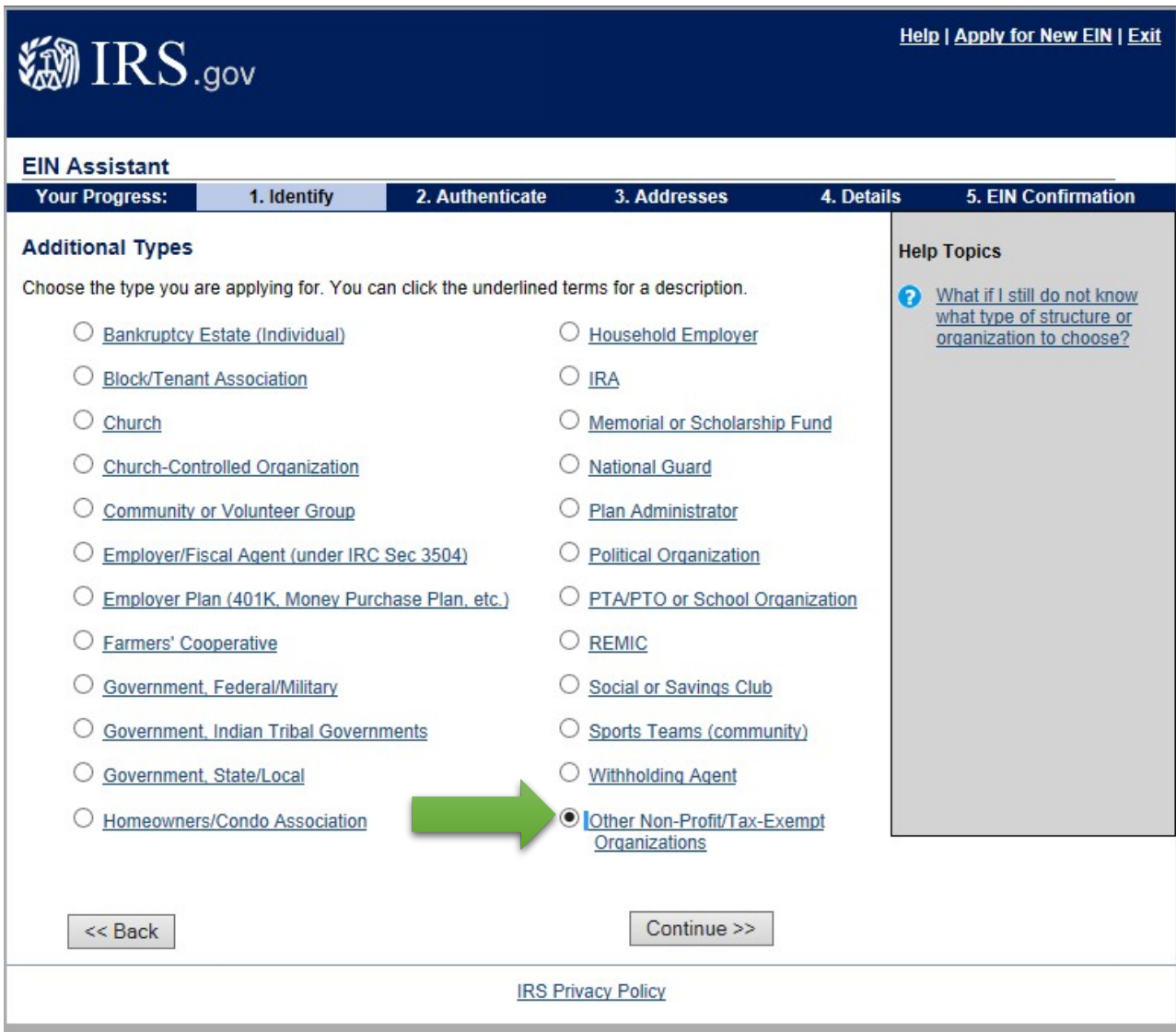
Help Topics

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

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5. Click **Other Non-Profit/Tax-Exempt Organizations**

6. Click **Continue**



IRS.gov [Help](#) | [Apply for New EIN](#) | [Exit](#)

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.

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

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

[IRS Privacy Policy](#)

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7. Confirm selection of Other Non-Profit by clicking **Continue**

The screenshot shows the IRS.gov EIN Assistant interface. At the top, the IRS logo and 'IRS.gov' are on the left, and links for 'Help', 'Apply for New EIN', and 'Exit' are on the right. Below this is a progress bar with five steps: '1. Identify', '2. Authenticate', '3. Addresses', '4. Details', and '5. EIN Confirmation'. The '1. Identify' step is currently active. The main content area is titled 'Please confirm your selection.' and asks the user to confirm their selection of 'Other Non-Profit/Tax-Exempt Organizations'. It provides a definition of a non-profit organization and lists what it is not (a business or sole proprietorship). A note states that changing the type of structure requires starting over. At the bottom of the main area are two buttons: '<< Change Type' and 'Continue >>'. The 'Continue >>' button is circled in green. On the right side, there is a 'Help Topics' section with three links, each preceded by a question mark icon: '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?', and 'What if I am not sure my organization would qualify as a tax-exempt organization?'. At the very bottom of the page is a link to the 'IRS Privacy Policy'.

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Help | Apply for New EIN | Exit

EIN Assistant

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

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 >>

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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8. Select **Started a new business**

9. Click **Continue**

IRS.gov [Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

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

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 >>](#)

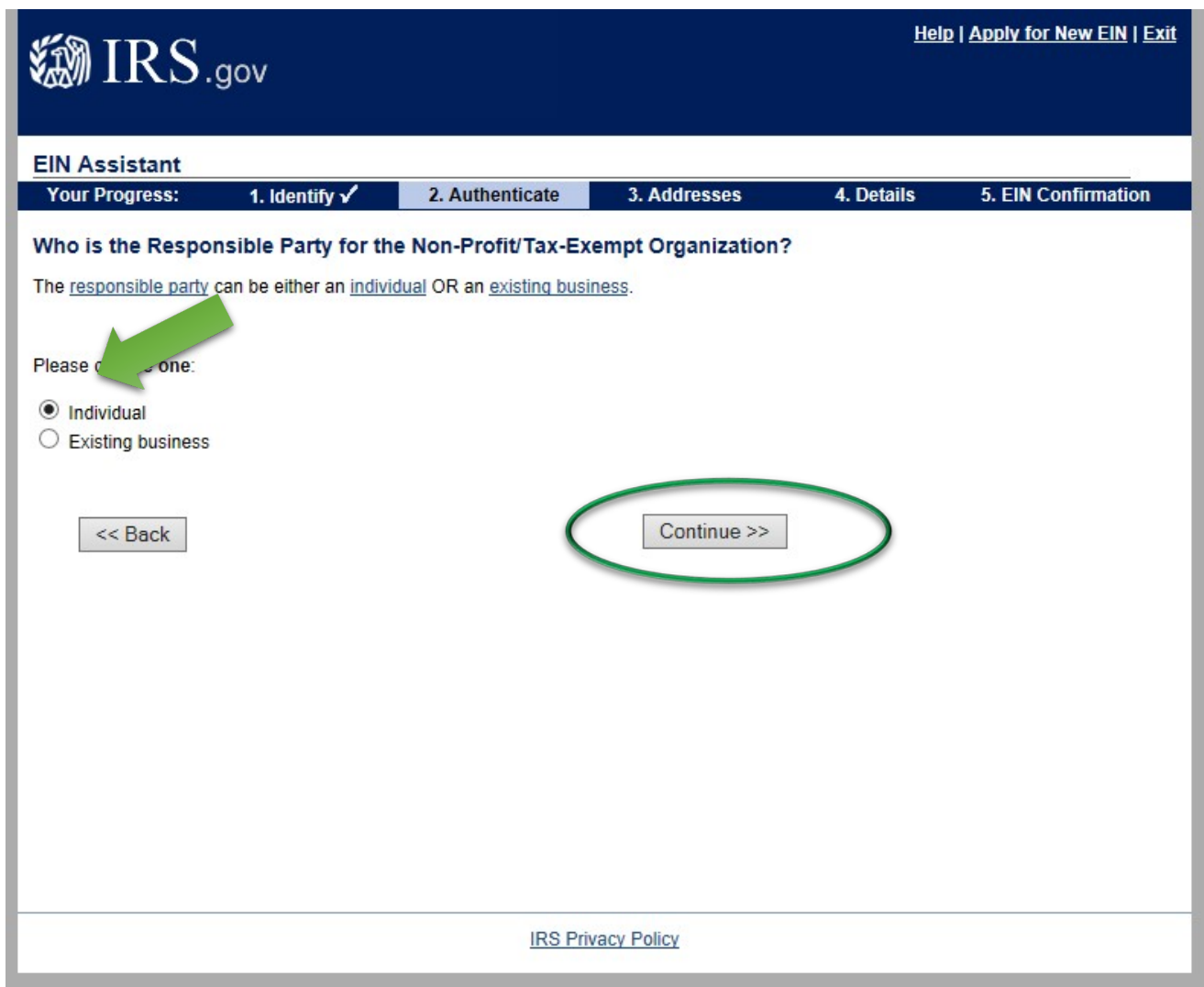
Help Topics

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

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10. Click **Individual** since the person applying will include their name in the contact person field.
11. Click **Continue**



The screenshot shows the IRS.gov EIN Assistant application interface. At the top, the IRS logo and ".gov" are on the left, and links for "Help", "Apply for New EIN", and "Exit" are on the right. Below this is a progress bar titled "EIN Assistant" with five steps: "1. Identify ✓", "2. Authenticate", "3. Addresses", "4. Details", and "5. EIN Confirmation". The main heading is "Who is the Responsible Party for the Non-Profit/Tax-Exempt Organization?". Below this, a text line states: "The responsible party can be either an individual OR an existing business." The instruction "Please choose one:" is followed by two radio button options: "Individual" (which is selected) and "Existing business". A green arrow points to the "Individual" radio button. At the bottom of the form area, there are two buttons: "<< Back" on the left and "Continue >>" on the right. The "Continue >>" button is circled in green. At the very bottom of the page, there is a link for "IRS Privacy Policy".

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12. Input the contact person's information; **this includes your social security number.**
 - a. Your social security will not be public information and will not appear in any database or on any forms.
 - b. The IRS defines a "responsible party" as: *the person who has a level of control over, or entitlement to, the funds or assets in the entity that, as a practical matter, enables the individual, directly or indirectly, to control, manage or direct the entity and the disposition of its funds and assets.*
 - c. The IRS requires this as a means of contacting a person should issues arise with the organization.
 - d. This information can be changed each year via Form [8822-b](#).
13. Click **"I am a responsible and duly authorized member or officers having knowledge of this organization's affairs."**
14. Click **Continue**

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The screenshot shows the IRS.gov EIN Assistant interface. At the top, the IRS logo and 'IRS.gov' are on the left, and links for 'Help', 'Apply for New EIN', and 'Exit' are on the right. Below the header, the title 'EIN Assistant' is displayed. A progress bar shows five steps: '1. Identify' (checked), '2. Authenticate', '3. Addresses', '4. Details', and '5. EIN Confirmation'. The main heading is 'Please tell us about the Responsible Party.' Below this, a note states: '* Required fields. Must match IRS records or this application cannot be processed. The only punctuation and special characters allowed are hyphen (-) and ampersand (&).' The form fields include: 'First name *' with the value 'Serenity', 'Middle name/initial' (empty), 'Last name *' with the value 'Lemond', 'Suffix (Jr, Sr, etc.)' with a 'Select One' dropdown, and 'SSN/ITIN *' with three input boxes. A green arrow points down from the 'First name' field to the 'Choose One: *' section. This section has two radio button options: 'I am a responsible and duly authorized member or officer having knowledge of this organization's affairs.' (selected) and 'I am a third party applying for an EIN on behalf of this organization.' Below the options, a note says 'Before continuing, please review the information above for typographical errors.' At the bottom, there are 'Back' and 'Continue' buttons. The 'Continue' button is circled in green. At the very bottom, links for 'IRS Privacy Policy' and 'Accessibility' are provided.

IRS.gov

Help | Apply for New EIN | Exit

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 * Serenity

Middle name/initial

Last name * Lemond

Suffix (Jr, Sr, etc.) Select One

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.

Back Continue

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15. Input the mailing address of your Booster Club.

- This should be your club's PO Box or President/Treasurer's home address.
- Please refrain from using the school's address as they receive a large volume of mail and you may not receive notices in a timely manner.

16. Click **Continue**

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EIN Assistant

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

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.

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17. **Accept the Database Version** of your mailing address (this may not appear if the IRS accepts your address immediately).

How to Apply for an EIN online

[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

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

Verify your Mailing Address.

We have reviewed the [mailing address](#) and checked it against our database. You may edit the address, accept it as entered, or accept the database version.

You entered:
PO BOX 1234
SUGAR LAND
TX
77479

Found in our database:
PO BOX 1234
SUGAR LAND
TX
77487 **Verify ZIP Code**

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18. Input the official name of your Booster Club. This is very important. Please include the name of the school + the activity. For example, Willowridge HS Girls Lacrosse Booster Club.
19. Click **Continue**

The screenshot shows the IRS.gov EIN Assistant interface. At the top, the IRS logo and 'IRS.gov' are on the left, and links for 'Help', 'Apply for New EIN', and 'Exit' are on the right. Below this is a header 'EIN Assistant' and a progress bar with five steps: 'Your Progress', '1. Identify' (checked), '2. Authenticate' (checked), '3. Addresses' (checked), '4. Details' (selected), and '5. EIN Confirmation'. The main heading is 'Tell us about the Non-Profit/Tax-Exempt Organization.' followed by a note about required fields and punctuation. The form contains several input fields: 'Legal name of Non-Profit/Tax-Exempt Organization' (filled with 'Willowridge HSG ltr Lacrosse Booster Club'), 'Trade name/Doing business as' (empty), 'County where Non-Profit/Tax-Exempt Organization is located' (filled with 'FORT BEND'), 'State/Territory where Non-Profit/Tax-Exempt Organization is located' (filled with 'TEXAS (TX)'), and 'Non-Profit/Tax-Exempt Organization start date' (filled with 'AUGUST' and '2019'). A red arrow points to the legal name field with the text 'USE YOUR BOOSTER CLUB NAME! DO NOT USE FORT BEND ISD'. At the bottom, a 'Continue >>' button is circled in green. The footer contains links for 'IRS Privacy Policy' and 'Accessibility'.

IRS.gov

Help | Apply for New EIN | Exit

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 * Willowridge HSG ltr Lacrosse Booster Club

Trade name/Doing business as (only if different from legal name)

County where Non-Profit/Tax-Exempt Organization is located * FORT BEND

State/Territory where Non-Profit/Tax-Exempt Organization is located * TEXAS (TX)

Non-Profit/Tax-Exempt Organization start date * AUGUST 2019

USE YOUR BOOSTER CLUB NAME!
DO NOT USE FORT BEND ISD

Before continuing, please review the information above for typographical errors.

Continue >>

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20. Click **NO** for all questions.

21. Click **Continue**

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EIN Assistant

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

Tell us more about the Non-Profit/Tax-Exempt Organization.

*** Required fields**

Does your business own a [highway motor vehicle](#) with a [taxable gross weight](#) of 55,000 pounds or more? * ☐ Yes ☒ No

Does your business involve [gambling/wagering](#)? * ☐ Yes ☒ No

Does your business need to file [Form 720](#) (Quarterly Federal [Excise Tax Return](#))? * ☐ Yes ☒ No

Does your business sell or manufacture alcohol, tobacco, or firearms? * ☐ Yes ☒ No

Do you have, or do you expect to have, any [employees who will receive Forms W-2](#) in the next 12 months? * (Forms W-2 require additional filings with the IRS.) ☐ Yes ☒ No

Before continuing, please review the information above.

[Continue >>](#)

Help Topics

[? What is Form 720?](#)

[IRS Privacy Policy](#) | [Accessibility](#)

How to Apply for an EIN online

22. To answer the question, “What does your business or organization do?” Click **Other** and then **Continue**

Your Progress:	1. Identify ✓	2. Authenticate ✓	3. Addresses ✓	4. Details	5. EIN Confirmation
What does your business or organization do?					
Choose one category that best describes your business. Click the underlined links for additional examples for each category.					
<input type="radio"/> <u>Accommodations</u> Casino hotel, hotel, or motel.					
<input type="radio"/> <u>Construction</u> Building houses/residential structures, building industrial/commercial structures, specialty trade contractors, remodelers, heavy construction contractors, land subdivision contractors, or site preparation contractors.					
<input type="radio"/> <u>Finance</u> Banks, sales financing, credit card issuing, mortgage company/broker, securities broker, investment advice, or trust administration.					
<input type="radio"/> <u>Food Service</u> Retail fast food, restaurant, bar, coffee shop, catering, or mobile food service.					
<input type="radio"/> <u>Health Care</u> Doctor, mental health specialist, hospital, or outpatient care center.					
<input type="radio"/> <u>Insurance</u> Insurance company or broker.					
<input type="radio"/> <u>Manufacturing</u> Mechanical, physical, or chemical transformation of materials/substances/components into new products, including the assembly of components.					
<input type="radio"/> <u>Real Estate</u> Renting or leasing real estate, managing real estate, real estate agent/broker, selling, buying, or renting real estate for others.					
<input type="radio"/> <u>Rental & Leasing</u> Rent/lease automobiles, consumer goods, commercial goods, or industrial goods.					
<input type="radio"/> <u>Retail</u> Retail store, internet sales (exclusively), direct sales (catalogue, mail-order, door to door), auction house, or selling goods on auction sites.					
<input type="radio"/> <u>Social Assistance</u> Youth services, residential care facility, services for the disabled, or community food/housing/relief services.					
<input type="radio"/> <u>Transportation</u> Air transportation, rail transportation, water transportation, trucking, passenger transportation, support activity for transportation, or delivery/courier service.					
<input type="radio"/> <u>Warehousing</u> Operating warehousing or storage facilities for general merchandise, refrigerated goods, or other warehouse products; establishments that provide facilities to store goods but do not sell					

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23. Select **Other** and input **Booster Club**

24. Click **Continue**

The screenshot shows the IRS.gov EIN Assistant interface. At the top, the IRS logo and ".gov" are on the left, and links for "Help", "Apply for New EIN", and "Exit" are on the right. Below the header, the title "EIN Assistant" is displayed. A progress bar shows five steps: "1. Identify" (checked), "2. Authenticate" (checked), "3. Addresses" (checked), "4. Details" (current step), and "5. EIN Confirmation". The main content area is titled "You have chosen Other." and asks the user to select one of the following primary business activities: Consulting, Manufacturing, Organization (such as religious, environmental, social or civic, athletic, etc.), Rental, Repair, Sell goods, Service, or Other. The "Other" option is selected, and a text box next to it contains "Booster Club". A large green arrow points to this text box. At the bottom of the form, there are two buttons: "Back" and "Continue". The "Continue" button is circled in green. At the very bottom of the page, there are links for "IRS Privacy Policy" and "Accessibility".

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[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

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

You have chosen Other.

Please choose **one** of the following that best describes your primary business activity:

- ☐ Consulting
- ☐ Manufacturing
- ☐ Organization (such as religious, environmental, social or civic, athletic, etc.)
- ☐ Rental
- ☐ Repair
- ☐ Sell goods
- ☐ Service
- ☒ Other – please specify your primary business activity:

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25. Select **Receive letter online**

26. Click **Continue**

The screenshot shows the IRS.gov EIN Assistant interface. At the top, the IRS logo and ".gov" are on the left, and links for "Help", "Apply for New EIN", and "Exit" are on the right. Below the header, the title "EIN Assistant" is displayed. A progress bar shows five steps: "Your Progress", "1. Identity ✓", "2. Authenticate ✓", "3. Addresses ✓", "4. Details ✓", and "5. EIN Confirmation". The main heading is "How would you like to receive your EIN Confirmation Letter?". Below this, a message states: "You have **two** options for receiving your confirmation letter. Please choose one below:". There are two radio button options. The first option, "Receive letter online", is selected (indicated by a filled radio button). It includes a link to "Adobe Reader" and a small "Get Adobe Reader" button. The text for this option says: "This option requires [Adobe Reader](#). You will be able to view, print, and save this letter immediately. It will not be mailed to you." The second option, "Receive letter by mail", is unselected (indicated by an empty radio button). Its text says: "The IRS will send the letter to the mailing address you provided - allow up to 4 weeks for delivery." At the bottom of the form area is a "Continue >>" button. At the very bottom of the page, there are links for "IRS Privacy Policy" and "Accessibility".

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[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

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

How would you like to receive your EIN Confirmation Letter?

You have **two** options for receiving your confirmation letter. Please choose one below:

☒ **Receive letter online.** This option requires [Adobe Reader](#).
You will be able to view, print, and save this letter immediately. It will not be mailed to you.

☐ **Receive letter by mail.** The IRS will send the letter to the mailing address you provided - allow up to 4 weeks for delivery.

[Get Adobe Reader](#)

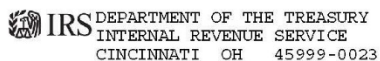
[Continue >>](#)

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How to Apply for an EIN online

Congratulations! Your letter will appear in a PDF that looks like this! Print and retain a copy for your records. Please email a copy to Serenity Lemond at serenity.lemond@fortbendis.com.

How to Apply for an EIN online



WILLOWRIDGE HS GIRLS LACROSSE
BOOSTER CLUB
PO BOX 1234
SUGAR LAND, TX 77479

Date of this notice: 01-14-2020

Employer Identification Number:
84-4285408

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 84-4285408. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

When you submitted your application for an EIN, you checked the box indicating you are a non-profit organization. Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, Tax-Exempt Status for Your Organization, has details on the application process, as well as information on returns you may need to file. To apply for recognition of tax-exempt status under Internal Revenue Code Section 501(c)(3), organizations must complete a Form 1023-series application for recognition. All other entities should file Form 1024 if they want to request recognition under Section 501(a).

Nearly all organizations claiming tax-exempt status must file a Form 990-series annual information return (Form 990, 990-EZ, or 990-PF) or notice (Form 990-N) beginning with the year they legally form, even if they have not yet applied for or received recognition of tax-exempt status.

Unless a filing exception applies to you (search www.irs.gov for Annual Exempt Organization Return: Who Must File), you will lose your tax-exempt status if you fail to file a required return or notice for three consecutive years. We start calculating this three-year period from the tax year we assigned the EIN to you. If that first tax year isn't a full twelve months, you're still responsible for submitting a return for that year. If you didn't legally form in the same tax year in which you obtained your EIN, contact us at the phone number or address listed at the top of this letter.

For the most current information on your filing requirements and other important information, visit www.irs.gov/charities.