Obtaining an EIN for your Student Organization

What is a Federal Tax ID Number/EIN #?
The Federal Tax ID number (also known as the Employer Identification Number of EIN) is a number used to identify a business or other organization.

Why do I need a Federal Tax ID Number?
If your organization is going to do a fundraiser with an outside business like a restaurant, you need a tax ID number to receive money or in-kind donations. Additionally, obtaining an EIN helps to ensure the IRS will not make any of an organization's members personally responsible for taxes on revenue that the organization has earned.

Can we just use the Utica College's EIN?
Recognition by the College does not imply tax-exempt status and student organizations are not allowed to use the Utica College's EIN number or non-profit status. Student organizations are independent entities responsible for their own finances and establishing and maintaining their tax status with the IRS.

Is the Federal Tax ID Number the same as being a non-profit organization?
No. Student organizations are not Federally Tax-Exempt Non-profit Organizations. Only the federal government can confer charitable status on an organization. Filing for charitable status (501(c)(3) status) is a lengthy legal procedure that commits the organization to the rigorous annual reporting procedures required by the IRS. Because of the annual reporting requirements and the frequent turnover of student leadership, individual student organizations should not file for charitable status.

How do I get a Federal Tax ID Number?
The easiest way to apply is online through the IRS website. You will be walked through the application and receive your number immediately. You can also apply by mail or over the phone. For assistance filling out the form, you should contact the IRS directly, 1-800-829-4933.

To apply online:
1. Go to the IRS' Apply for an Employer Identification Number (EIN) Online Web site:
   http://www.irs.gov/Businesses/Small-Businesses-Self-Employed/how-to-apply-for-an-ein
2. Click on INTERNET EIN under the Apply Online paragraph.
3. Once you have read the instructions on the page, click the Apply Online Now button.
4. Select the View Additional Types, Including Tax-Exempt and Governmental Organizations option for the "What type of legal structure is applying for an EIN?" question and then click Continue.
5. Any of the following options may describe your type of organization: 1) Political Organization; 2) Church-Controlled Organization; 3) Community or Volunteer Group; 4) Social or Savings Club; or 5) Sports Teams (community). Once your selection is made, click on Continue.
6. To confirm your selection click Continue.
7. Enter your first name, last name, and SSN/ITIN. While the online SS-4 form requires the individual to enter a Social Security Number (SSN), it is still the EIN that is used to identify the organization, not any individual's SSN.
8. Select whether you are an officer or member of the organization or whether you are applying for the EIN as a third party on behalf of the organization and then click Continue.
9. Enter the address information for your organization, which should be the Utica College address: 1600 Burrstone Rd. Utica, NY 13502 and click Continue when you are done.
10. Enter the requested information about your organization and click Continue when you are done. Repeat this step for the next screen requesting additional organizational information.
11. Select the Other option for the question "What does your business or organization do?" and click Continue.
12. Select the Organization option for the question regarding your business activity and click Continue.
13. From the list of organizational activities select what best describes the organization's function, click Continue.
14. Select that you would like to receive your EIN confirmation letter online and click Continue.
15. Once you receive the information, upload it in your student organization Documents section on Pioneer Place for current and future leadership.