

**Obtaining an Employer Identification Number (EIN)**

EIN applications can now be done on line at [www.irs.gov](http://www.irs.gov)

1. Click on “Apply for Employer ID Number” (EIN)
2. Click on “Apply for an EIN on-line
3. Click on “Apply On-line Now
4. Click on “Begin Application”
5. Click “View Additional Types”
6. Click on “Other Non-Profit Tax-Exempt Organizations”
7. Click on “Started a New Business”
8. Complete all fields using chapter contact point for name, address, contact person.
9. Complete all standard questions with “NO”.
10. Complete: “What does your business do?” Answer: Other
11. Next for “What does your business do?” Answer: Business Development for Veterans
12. Choose “How do you want to receive your letter?”
13. Review/ Click: Submit
14. ALL DONE!!