National Space Society
Chapter IRS Registration

Procedure to get an Employee Identification Number (EIN) from the IRS

December 8, 2011
IRS Instructions

• The IRS instructions for applying for an EIN
  http://www.irs.gov/businesses/small/article/0,,id=97860,00.html

  – Online Instructions
  http://www.irs.gov/businesses/small/article/0,,id=102767,00.html

Note: This Application Is Available During the Following Hours:
  • Monday - Friday 6:00 a.m. to 12:30 a.m. Eastern time
  • Saturday 6:00 a.m. to 9:00 p.m. Eastern time
  • Sunday 7:00 p.m. to 12:00 a.m. Eastern time
EIN Assistant

Important Information Before You Begin

Use this assistant to apply for and obtain an Employer Identification Number (EIN).

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

- Due to a high volume of requests for EINs, the IRS will begin limiting the number of EINs assigned per day to a responsible party. Effective April 11, a responsible party will be limited to five (5) EINs in one business day. This limit is in effect whether you apply online, by phone, fax or mail.
- If a third party designer (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 entities 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).

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
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, custodialships, 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.

[Continue >>]
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-Related 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
- PT/TPO or School Organization
- REMIC
- Social or Sports Club
- Sports Teams (community)
- Withholding Agent
- Other Non-Profit/Tax-Exempt Organizations
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 >>
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.
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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EIN Assistant


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: Joe
Middle name/initial: B
Last name: Redfield
Suffix (Jr, Sr, etc.): Select One
SSN/TIN: 111-11-1111

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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IRS Privacy Policy
EIN Individual Request - Online Application - Windows Internet Explorer

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: 609 Ridge View
City: San Antonio
State: Texas (TX)
ZIP code: 78253
Phone number: 210 - 679 - 7625

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.

Continue >>
The recommendation is to add NSS before the existing chapter name for existing chapters and start the name with NSS for new chapters. Example: NSS San Antonio Space Society

Use the current date as the start date.
EIN Confirmation

• What to do/expect
  – Write down the EIN number that the IRS provides
  – You will receive a letter from your local IRS Non-profit office. Scan the letter and Email it to Joe Redfield, Ed Burns and Ronnie Lajoie.
  – Save the letter in your chapter records.

• You are now an organization registered as a non-profit in the eyes of the IRS.
Operating Under the NSS IRS Non-profit Status

• NSS will submit your chapter name to the IRS as a subordinate organization. This occurs when the NSS finance team receives notice of the formation/renaming of a chapter.

• THE CHAPTER is required to complete an online 990 form EACH YEAR to keep it’s ability to keep it’s non-profit status. (990 filing details to follow.)