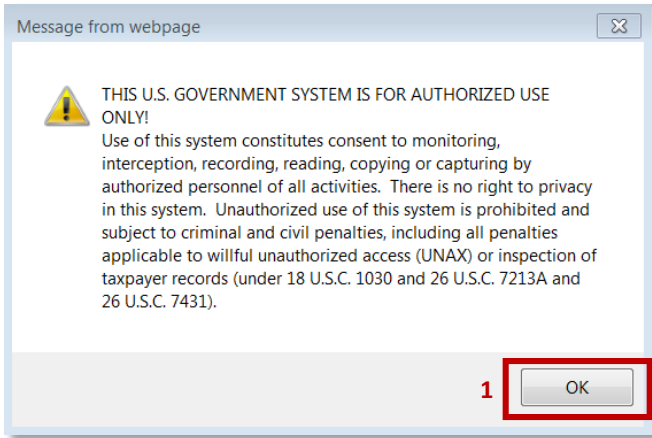
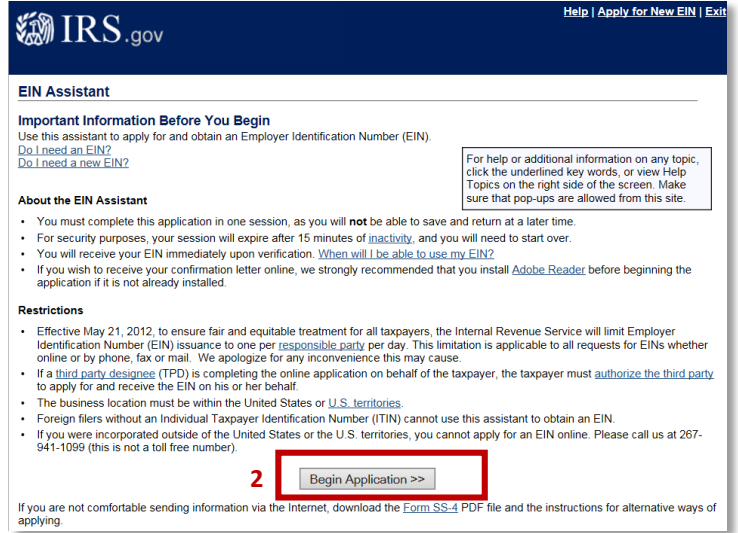


# A Step By Step Guide to Apply for Your EIN Online

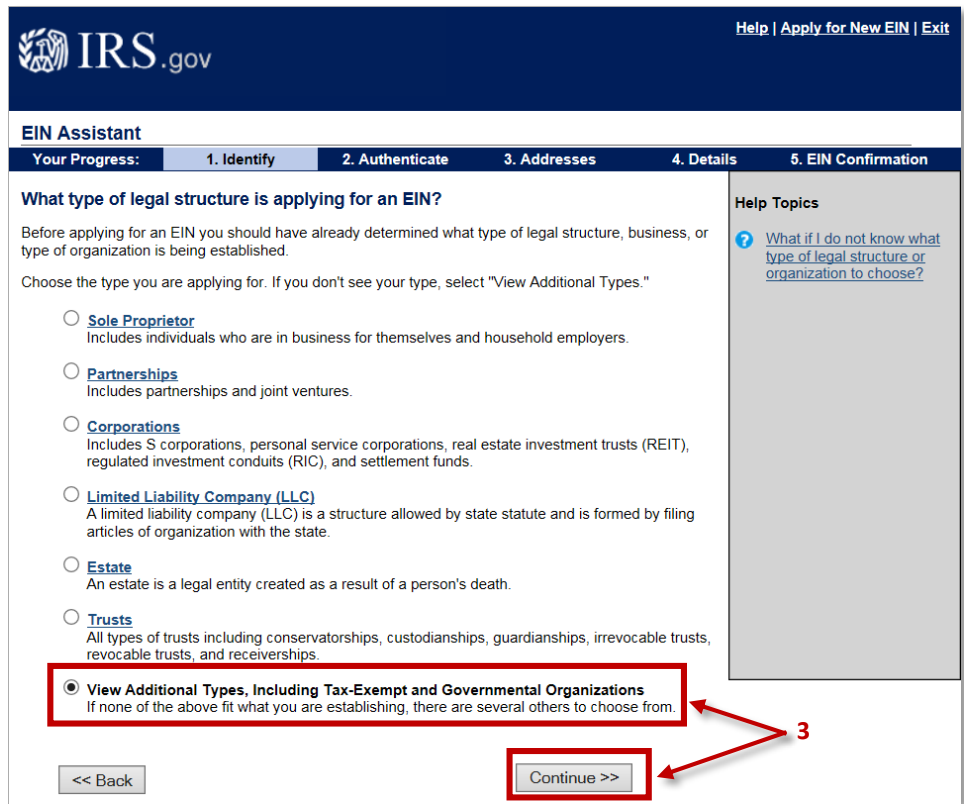
1. Click 'OK'



2. Click 'Begin Application'



3. Click on the radio button next to 'View Additional Types, Including Tax – Exempt and Governmental Organizations' and click 'Continue'



4. Click the radio button next to **'Other Non-Profit/Tax-Exempt Organizations'** and 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.

- 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**

Help Topics

- What if I still do not know what type of structure or organization to choose?

<< Back Continue >>

5. Click **'Continue'**

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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 >>

6. Click the radio button next to **'Banking purposes'** and click **'Continue'**

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EIN Assistant

Your Progress: 1. Identify 2. Authenticate 3. Addresses 4. Details 6. 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.

Help Topics

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

Continue >>

7. Click the radio button next to **'Individual'** and click **'Continue'**

8. Fill in the **'First Name of the person responsible for filing annual Form 990'**\*

9. Fill in the **'Last Name of the person responsible for filing annual Form 990'**\*

\* Typically the name you will be entering is that of the Financial Secretary.

10. Fill in the **'Social Security (SSN)'** of the named person above. The IRS requires your SSN to apply for an EIN to prevent business fraud.

11. Click the radio button next to **'I am responsible and duly authorized member or officer having knowledge of this organization's affairs'**

12. Click **'Continue'**

13. Fill in the 'address' (where the council or assembly will receive mail) and the 'phone number.' **Do Not** use the address of an officer unless absolutely necessary.

14. If mail should be sent to the "Care Of," fill in the 'person's full name' (Typically the Financial Secretary) in the box

15. Click the radio button next to 'Yes' if you want the mail to go to a P.O. Box, if not click 'No'

16. 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

What 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 \* TEST  
City \* TEST  
State/U.S. territory \* CONNECTICUT (CT)  
ZIP code \* 06510  
Phone number \* 203 - 555 - 5677

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: TEST

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.

Cancel Continue >>

If you chose yes because you want your mail to go to a P.O. Box, you will see the following screen after clicking continue. Fill in the requested information and click continue to be brought to the page 'Tell us about the Non-Profit/Tax-Exempt Organization.'

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EIN Assistant

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

What is the Mailing Address of the Non-Profit/Tax-Exempt Organization?

\* Required fields

The only special characters allowed for street and city are - and /.  
Note: You must enter a complete address. P.O. boxes and international mailing addresses are allowed.  
For military addresses click here.

Street \* P.O. Box 123  
City \* New Haven  
State/Province/Territory Connecticut  
ZIP/Postal Code 06510  
Country \* UNITED STATES

For U.S. addresses, enter the state/territory abbreviation or full name. For foreign addresses, enter the full name of the province/territory.

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

Continue >>

17. Fill in the **'Legal Name of the Council or Assembly'** (Example: Father McGivney Council 12345)
18. Fill in the **'Knights of Columbus and the Council or Assembly Number'** (Example: Knights of Columbus Council 12345)
19. Fill in the **'County'** where the Non-Profit/Tax-Exempt Organization is located
20. Fill in the **'State/Territory'** where the Non-Profit/Tax-Exempt Organization is located
21. Fill in the Non-Profit/Tax-Exempt Organization's **'Start Date'**
22. Click **'Continue'**

23. Answer each question **'No'**
24. Click **'Continue'**

25. Click the radio button next to 'Other'

26. Click 'Continue'

IRS.gov Help 1/

EIN Assistant

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

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.

- [Accommodations](#)  
Casino hotel, hotel, or motel.
- [Construction](#)  
Building houses/residential structures, building industrial/commercial structures, specialty trade contractors, remodelers, heavy construction contractors, land subdivision contractors, or site preparation contractors.
- [Finance](#)  
Banks, sales financing, credit card issuing, mortgage company/broker, securities broker, investment advice, or trust administration.
- [Food Service](#)  
Retail fast food, restaurant, bar, coffee shop, catering, or mobile food service.
- [Health Care](#)  
Doctor, mental health specialist, hospital, or outpatient care center.
- [Insurance](#)  
Insurance company or broker.
- [Manufacturing](#)  
Mechanical, physical, or chemical transformation of materials/substances/components into new products, including the assembly of components.
- [Real Estate](#)  
Renting or leasing real estate, managing real estate, real estate agent/broker, selling, buying, or renting real estate for others.
- [Rental & Leasing](#)  
Rent/lease automobiles, consumer goods, commercial goods, or industrial goods.
- [Retail](#)  
Retail store, internet sales (exclusively), direct sales (catalogue, mail-order, door to door), auction house, or selling goods on auction sites.
- [Social Assistance](#)  
Youth services, residential care facility, services for the disabled, or community food/housing/relief services.
- [Transportation](#)  
Air transportation, rail transportation, water transportation, trucking, passenger transportation, support activity for transportation, or delivery/courier service.
- [Warehousing](#)  
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 the goods they handle.
- [Wholesale](#)  
Wholesale agent/broker, importer, exporter, manufacturers' representative, merchant, distributor, or jobber.

25  Other

26

27. Click the radio button next to **'Other – please specify your primary business activity'** and type **'Fraternal Benefit Society'** in the box

28. Click **'Continue'**

The screenshot shows the IRS EIN Assistant interface. At the top, it says 'EIN Assistant' and 'Your Progress: 1. Identify ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details'. Below this, it says 'You have chosen Other.' and 'Please choose one of the following that best describes your primary business activity:'. There are several radio button options: Consulting, Manufacturing, Organization (such as religious, environmental, social or civic, athletic, etc.), Rental, Repair, Sell goods, Service, and Other – please specify your primary business activity. The 'Other' option is selected, and the text 'Fraternal Benefit Society' is entered in the adjacent text box. At the bottom, there are '<< Back' and 'Continue >>' buttons. The 'Continue >>' button is highlighted with a red box and the number 28.

29. Click either the radio button next to **'Receive Letter Online' (Preferred Method)** or the radio button next to **'Receive Letter by Mail'**

30. Click **'Continue'**

The screenshot shows the IRS EIN Assistant interface at the 'EIN Confirmation' step. It asks 'How would you like to receive your EIN Confirmation Letter?' and provides two options: 'Receive letter online' (selected) and 'Receive letter by mail'. The 'Receive letter online' option is highlighted with a red box and the number 29. Below the options, there is a 'Continue >>' button highlighted with a red box and the number 30.

The screenshot shows the IRS EIN Assistant interface at the 'EIN Confirmation' step. It asks 'How would you like to receive your EIN Confirmation Letter?' and provides two options: 'Receive letter online' and 'Receive letter by mail' (selected). The 'Receive letter by mail' option is highlighted with a red box and the number 29. Below the options, there is a 'Continue >>' button highlighted with a red box and the number 30.

**It is extremely important to email or mail a copy of the letter you receive from the IRS to the Knights of Columbus to be added to our IRS Master List. You can email the letter to tax.ein@kofc.org or mail the letter to Attn: Supreme Advocate's Office (Robin Festa)  
Knights of Columbus  
PO Box 1670  
New Haven, CT 06507-9982**