HOW to APPLY for an EIN NUMBER from the IRS

Does your county have an EIN Number? If that sounds foreign to you chances are you might need to apply for one. New laws passed about 10 years ago require that all bank accounts for groups and businesses use Employer Identification Numbers (EIN) instead of personal Social Security Numbers for banking purposes.

The following information is a step by step guide for how to apply for your county's EIN number. This website is timed and will require you to start from scratch if the site is idle for longer than 15 minutes.

Instructions will appear prior to the picture example if applicable

STEP 1

Click or copy the following link into your internet browser.

https://sa1.www4.irs.gov/modiein/individual/index.jsp

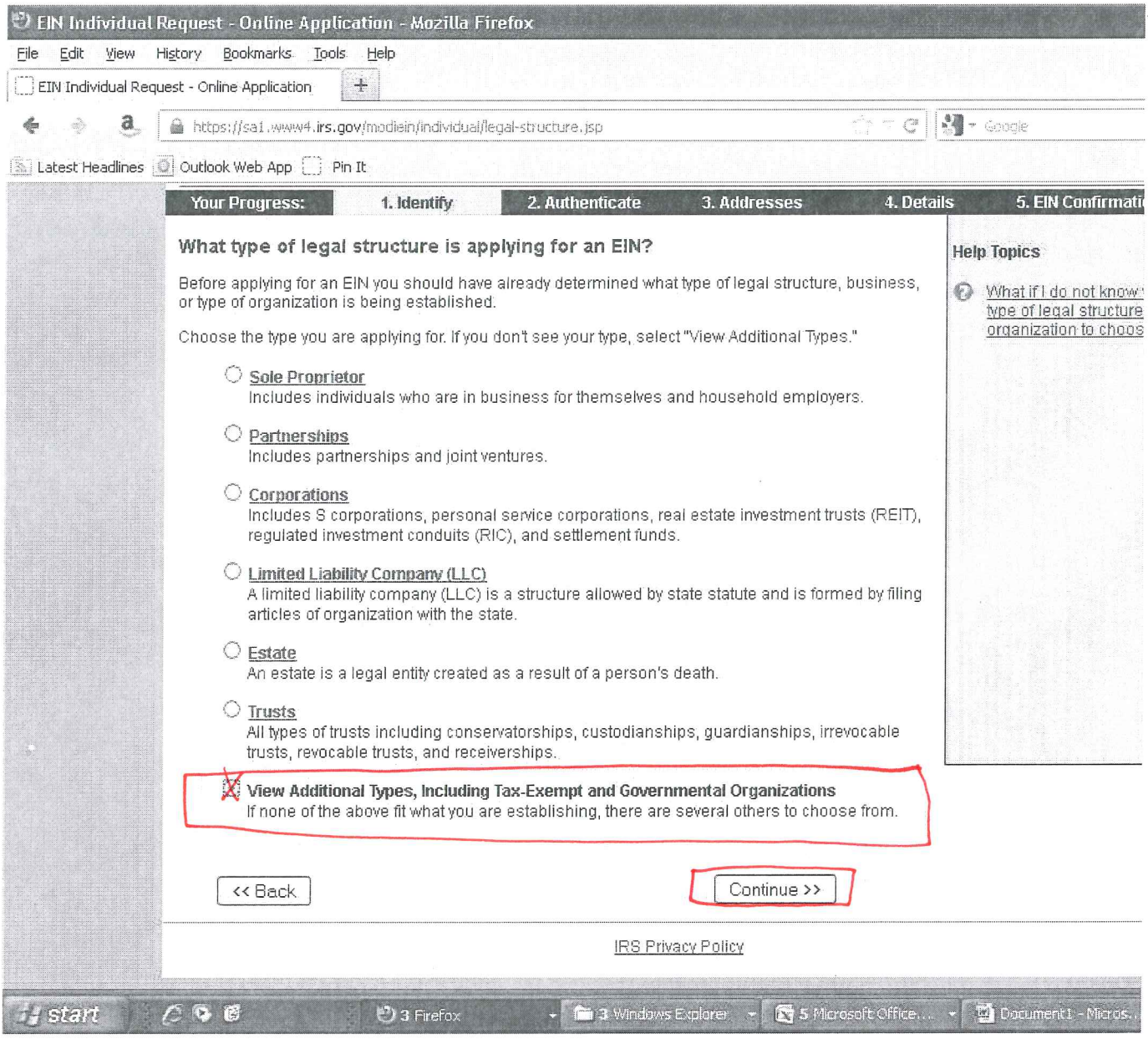
A prompt will appear - click ok

STEP 2

Click >> Begin Application

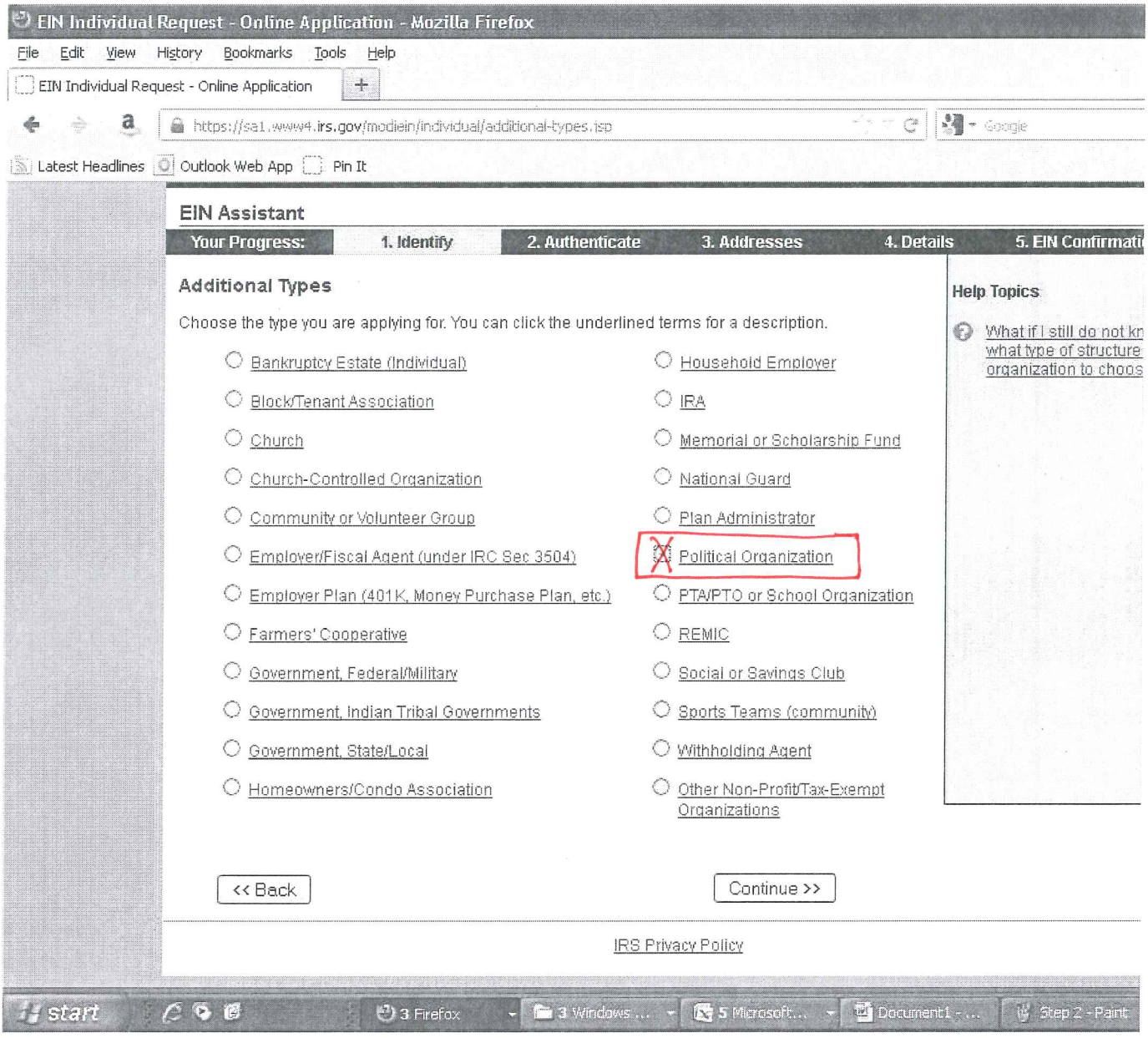
STEP 3

Select "View Additional Types" and then click continue



STEP 4

Select Political Organization and click Continue

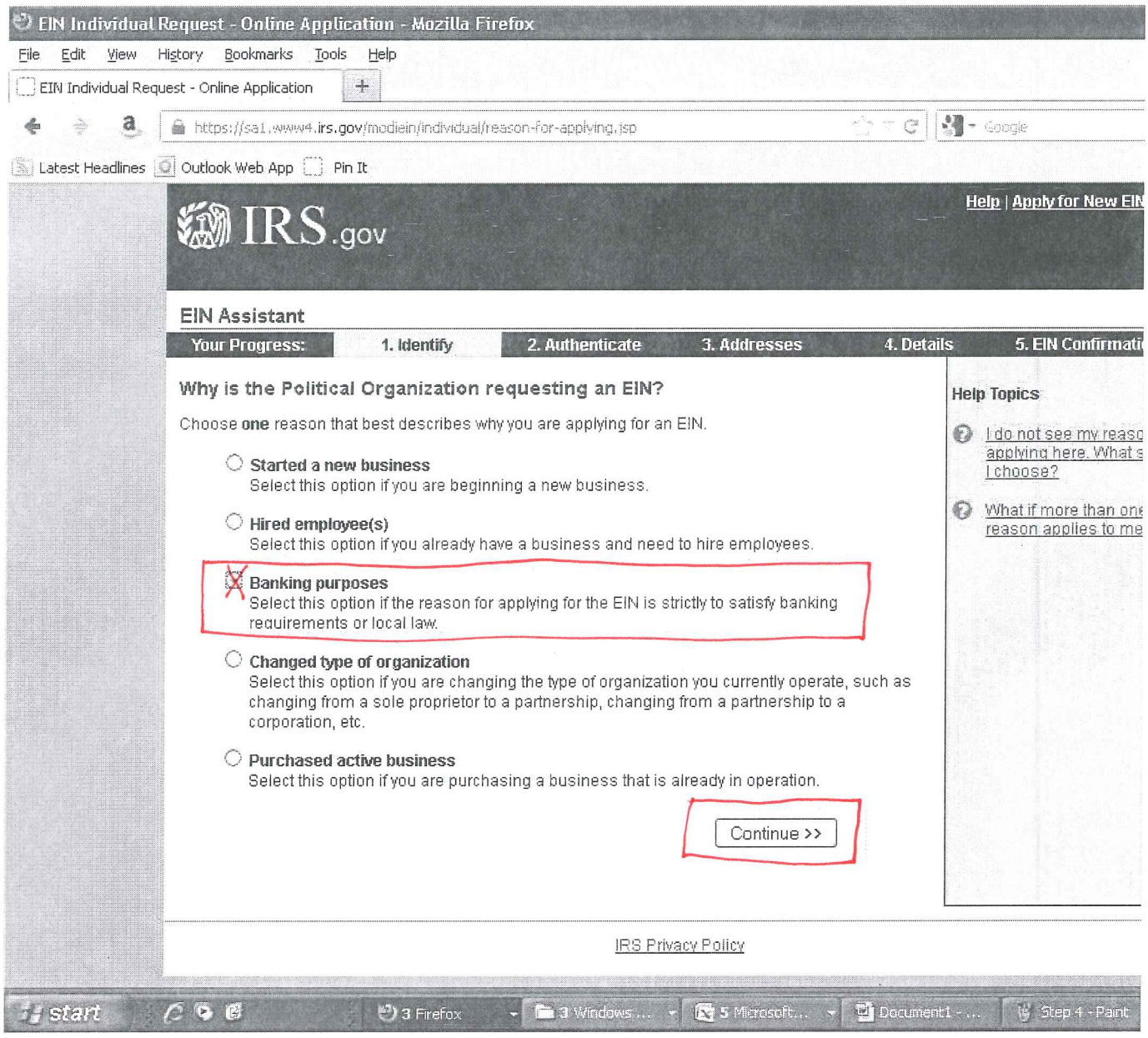


STEP 5

Click Continue

STEP 6

Select "Banking purposes" and then click Continue



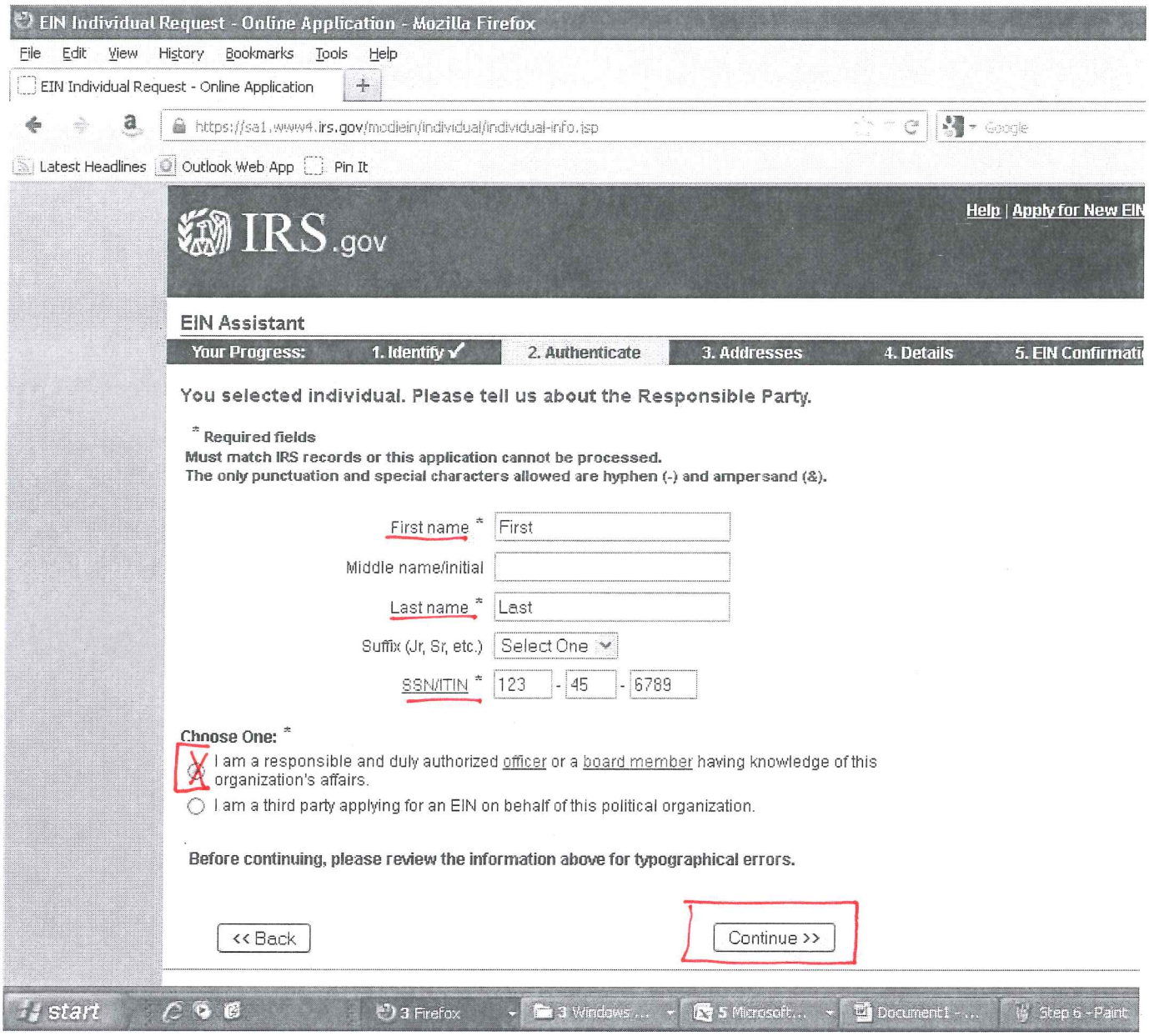
STEP 7

Select "Individual" and then click Continue

STEP 8

Supply your LEGAL name and Social Security Number

Select "I am responsible and duly authorized....." and then click Continue



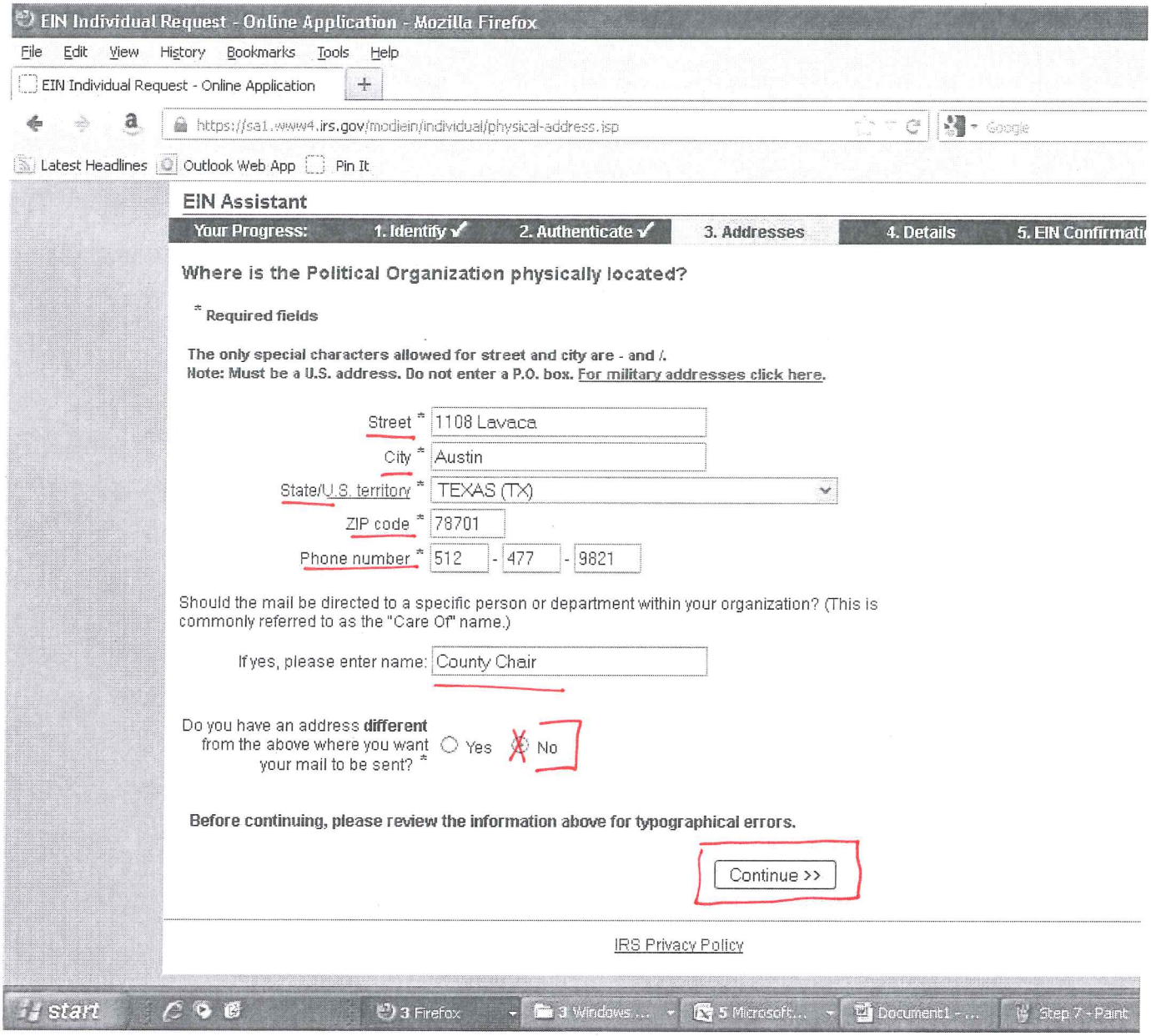
STEP 9

Fill out your PHYSICAL address and your best phone number

Enter the County Chair's name (your name)

Then select the appropriate option if there is a different address where you would like any mail sent (if so that might take you to another page that is not listed in the set of instructions. Fill out that information and then hit Continue)

Click Continue



STEP 10

Enter the Legal Name of Political Organization: _____ County Republican Party

The County and State should auto select but verify the information.

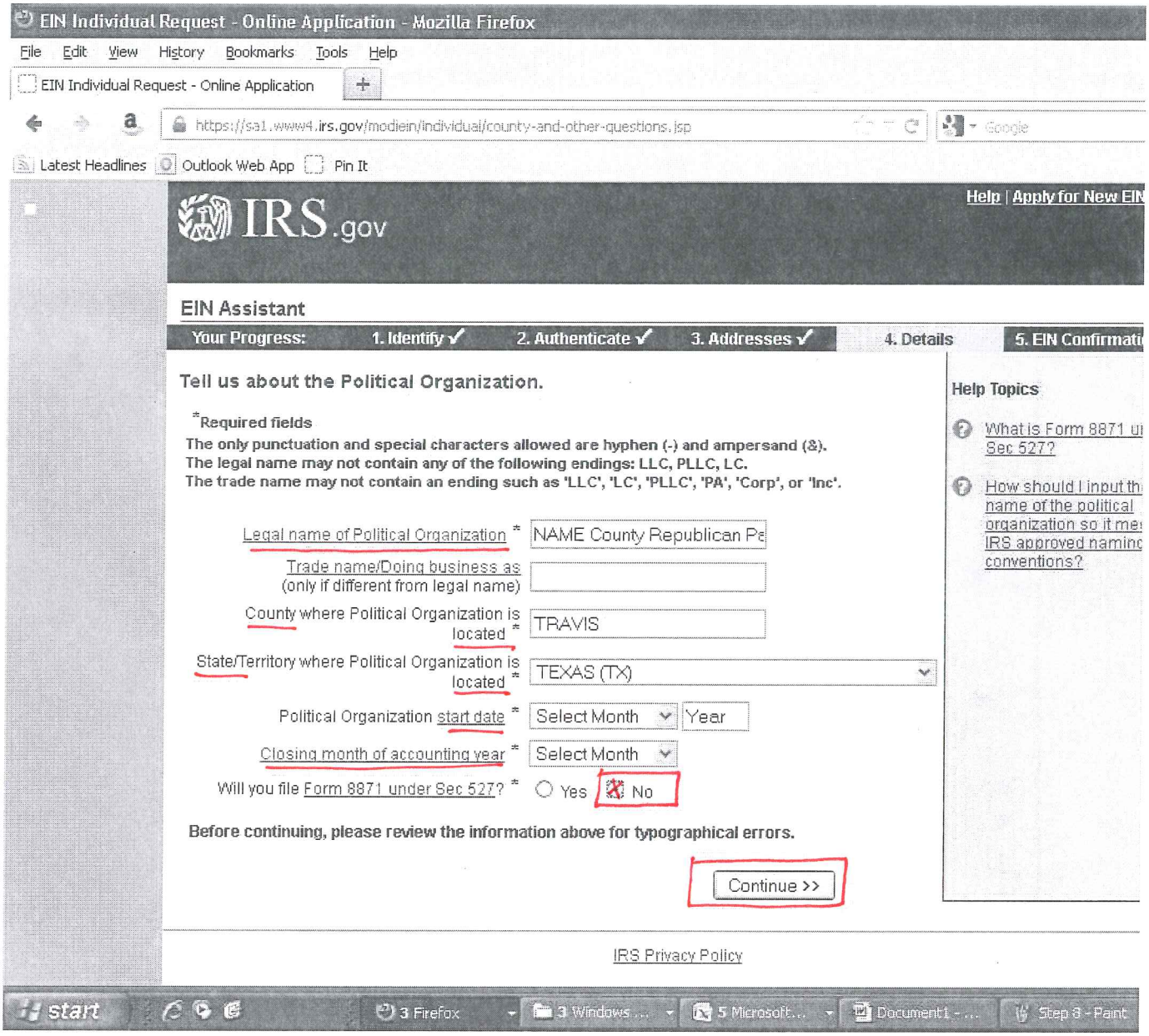
Select the Political Organization Start Date (Month and Year)

Select the closing month of accounting for the year.

(These last two items will depend upon the county in question. I suggest filling out the "start" date within the month that you were elected or appointed as the County Chair. As for the accounting year I would suggest using December.)

When asked if you will "file Form 8871 under Sec 527" select NO.

Click Continue



STEP 11

Select No

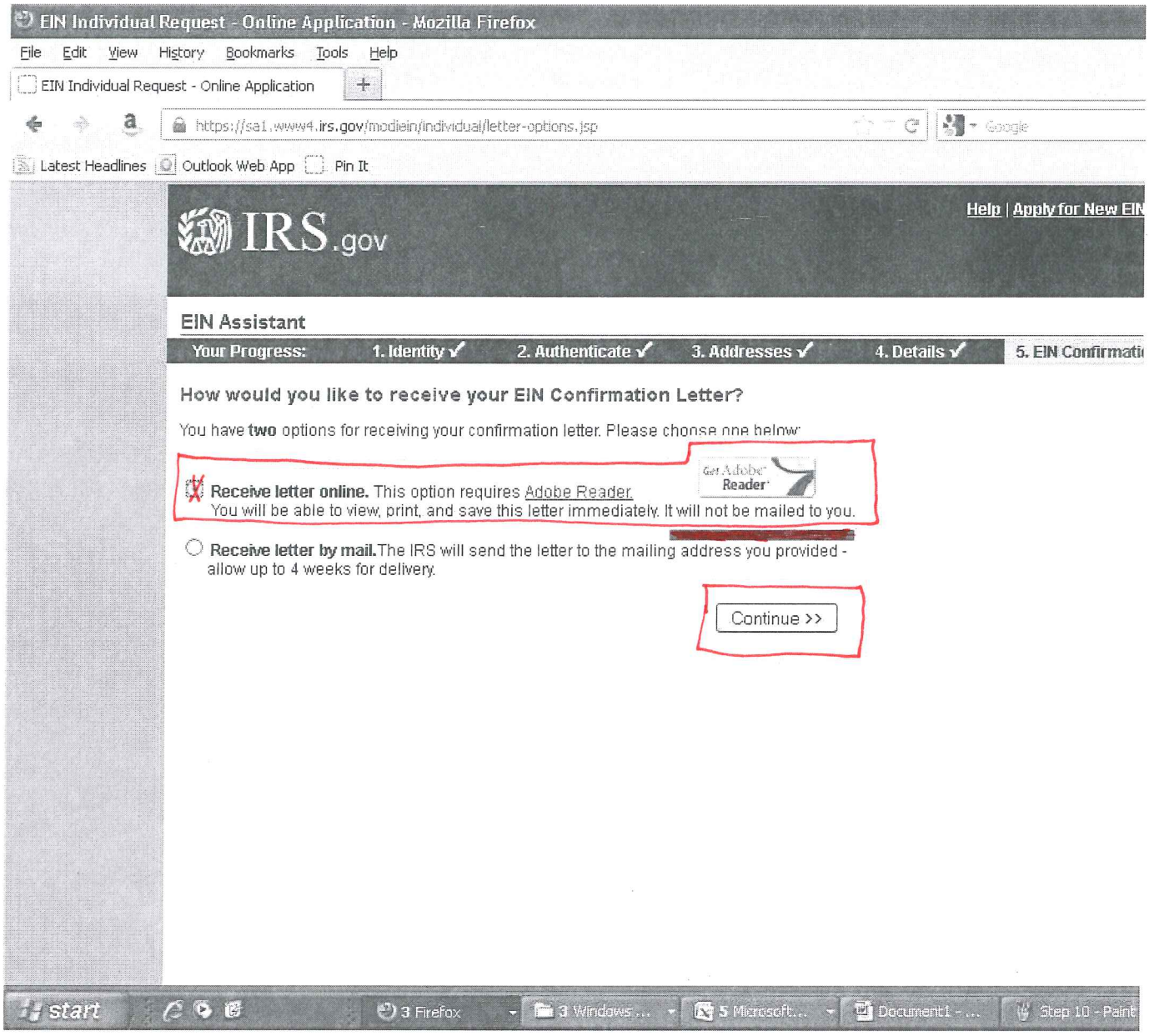
Click Continue

STEP 12

Select "Receive Letter Online"

MAKE SURE you have a means to print the letter as it will contain the EIN number.

Click Continue



Finally it will a letter will pop up assigning your EIN Number. If there is any kind of issue it will state as much and provide you with a phone number to call. Along with a phone number it should give you a reference number, write that down as well. Call in and figure out exactly what the problem is and let me know if there is any way that I can assist you!

Cassie

Cassie Daniel
Republican Party of Texas
Organization Director
cdaniel@texasgop.org
512.879.4060 - office
806.570.7745 - cell
512.480.0709 - fax
1108 Lavaca St, Suite 500
Austin, TX 78701