

# OBTAINING YOUR ORGANIZATION'S EIN NUMBER

**IMPORTANT** Before you begin this process, please contact Tau Kappa Epsilon Fraternity Headquarters to see if your group already has an EIN/Tax ID Number on file

## DIRECTIONS

1. Visit <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
2. Apply Online Now
3. Begin Application
4. Choose "View Additional Types, Including Tax-Exempt and Governmental Organizations"
5. Choose "Other Non-Profit/Tax-Exempt Organizations"
6. Read then Continue
7. Choose "Banking Purposes"
8. Choose "Individual"
9. Enter the Responsible Party's Name and SSN
10. At the bottom, choose "I am a responsible and duly authorized member or officer having knowledge of this organization's affairs."
11. Use the campus address & Headquarters phone number

**EXAMPLE:** XXXX Founders Road  
Indianapolis, IN XXXXX  
Phone: 317.872.6533

12. Say **No** to "Do you have another address for mail"
13. Verify your Physical Location: Accept as Database Version.
14. Enter the Legal name of Non-Profit/Tax-Exempt Organization

**EXAMPLE:** Omega-Omega of Tau Kappa Epsilon Fraternity

15. Details:
  - a. Accept County and State
  - b. Start date has to be in the last 25 years
  - c. Choose the month and year that you will first use the EIN

**EXAMPLE:** If today was 1/10/1899 you would put January 1899

16. Tell us more: Say **No** to everything
17. What does your business or organization do?
  - a. Choose Other
  - b. Select Other Again and type in: Educational Student Organization
18. Select "Online Delivery"
19. Print & Save the summary page then hit continue
20. Print & Save the EIN confirmation page
21. Click on the PDF file titled "Click Here for Your EIN Confirmation Letter"
22. Print & Save a hard copy and digital copy of the Confirmation Letter  
(You will not be able to access this again once you close the window)

23. Email the Offices of the Grand Chapter ([accounting@tke.org](mailto:accounting@tke.org)) a copy of your EIN Confirmation Letter to be saved in your chapter's permanent file.

