A step by step outline for Marshall University

Student Organizations to obtain an

Employment Identification Number (EIN)

Go to: <https://sa2.www4.irs.gov/modiein/individual/index.jsp>

Click: **Begin Application >>**

**What type of legal structure is applying for an EIN?**

Select: **View Additional Types, Including Tax-Exempt and Governmental Organizations** (last option)

Click: **Continue >>**

**Additional Types**

Select: **Social or Savings Club** (options are listed alphabetically)

Click: **Continue >>**

**Please confirm your selection.**

Click: **Continue >>** (This confirms your selection as a Social or Savings Club)

**Please tell us about the Responsible Party.**

Fill-in: **Personal Information**

*The following information with be needed from the Authorized Officer or Student Organization Advisor:* ***First Name, Middle Name/Initial, Last Name, Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)***

Select: “**I am a responsible and duly authorized officer or member of this organization.”**

Click: **Continue >>**

**Where is the Responsible Party physically located?**

Fill-in: **Location Information:** *We recommend that Student Organizations enter the following.*

Street: 1 John Marshall Drive

City: Huntington

State: West Virginia

Zip Code: 25755

Phone: 304-696-6770

Click: **Continue >>**

\*\* If mail should be directed to a specific person (Student Organization Advisor) or a specific university department, list that person or department’s name in the specified blank that allows you to provide that information in order to ensure your mail is received.

\*\* If mail needs to be sent to a different address, select “Yes” and your initial address entry will be saved and you will be taken to a new page to provide address information for the responsible party. After filling in the new information.

Click: **Continue >>**

**Tell us about the Social or Savings Club.**

Fill-in: **Student Organization Information**: *The following information with be needed from the Student Organization:* ***Legal name of Social Club, County location (Cabell), State location (West Virginia), Month and Year the Student Organization started.***

Click: **Continue >>**

**Tell us more about the Social or Savings Club.**

\*\* You will come to a page that asks specific questions about the Social Club. At this time none of these questions should be applicable to any Marshall University Student Organization.

Select: **No** (for all questions/statements)

Click: **Continue >>**

**What does your business or organization do?**

Select: **Other**

Click: **Continue >>**

**You have chosen Other.**

Select: **Other**

Enter:**Student Organization**

**How would you like to receive your EIN Confirmation Letter?**

*We recommend selecting the* **Receive letter online.** *This will allow you to receive your EIN immediately.*

Select: **Receive letter online.**

*or*

Select: **Receive letter by mail.**

Click: **Continue >>**

**Summary of your information.**

*Review all of the information that you have provided in order to ensure that all information being submitted to the Internal Revenue Service is correct.*

Click: **Submit**

Print: Please print two (2) copies of the EIN Confirmation Letter, and give one of those copies to the Office of Student Activities in order for us to keep this on file in your permanent record.

This step by step guide is current as of January 31, 2012.

If you find the step by step guide for receiving your Student Organization’s EIN to be outdated please contact the Office of Student Activities at student-activities@marshall.edu or 304-696-6770.