

EIN Application Process

SCC Treasury
Department

Why ??????



Opening bank accounts. To open a bank account under the church organization's name, the church will need an EIN Number. This is also true if the church ever needs credit cards or bank loans.



Hire employees. Hiring employees always requires an EIN Number, as an EIN Number will need to be on the initial employment forms, as well as the resulting W2 forms. You can [temporarily hire an employee without an EIN Number](#), but you will need it (as well as your business formation documents) eventually.



Send in returns to the IRS. Sending forms, documents, and returns to the IRS will often require an EIN Number. Even a non-profit, non-taxable entity may still need to file returns, even if payment isn't being made.



Accepting tax-deductible donations. In order to accept donations from other people, and have those [donations be tax-deductible](#), a church is going to need an EIN Number.

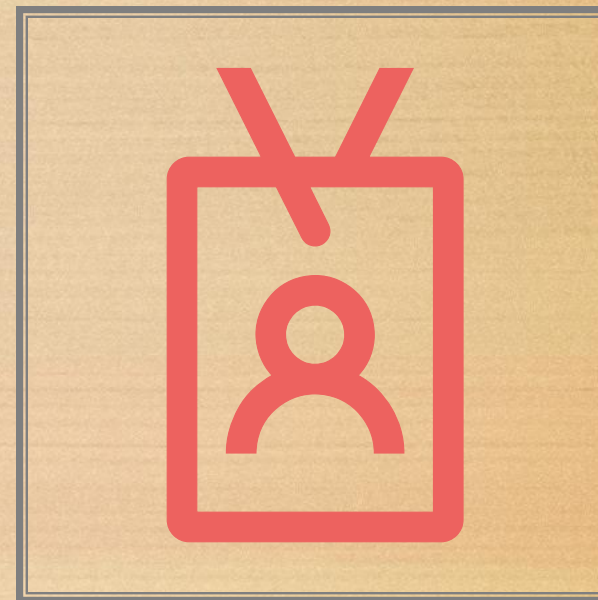
EIN OVERVIEW

-
- **Prepare Mandatory Business Information**
 - [ONLINE: Apply for a Church Organization Tax ID \(EIN\)](#)
 - [MAIL or FAX: Apply for a Church Organization Tax ID \(EIN\)](#)
 - **How Do I Obtain a Tax ID (EIN) Number for my Church Organization?**
 - **How Long Does it Take to Obtain a Tax ID (EIN) for my Church Organization?**
 - **Why Do I Need a Tax ID (EIN) Number for my Church Organization?**



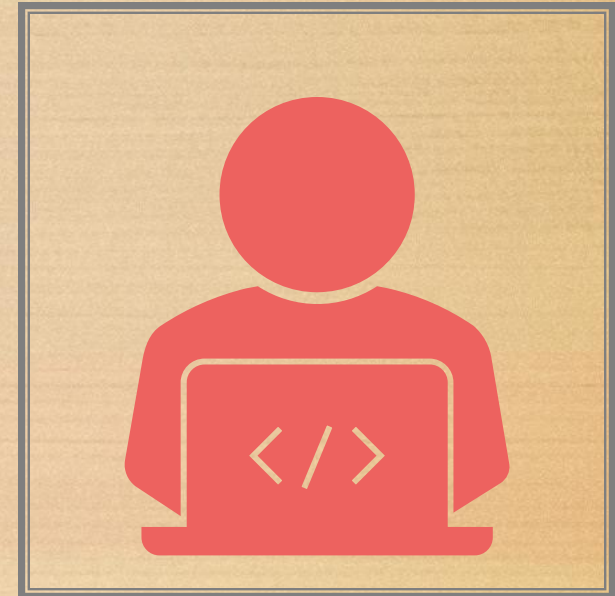
Mandatory Information Needed

- When the church was formed.
- What the church's official address is.
- Who is responsible for the church.
- Why the church needs an EIN Number now.
- For the purposes of the EIN application, you can nominate a registered agent to take over the application process. This registered agent will need to list their name and their SSN or ITIN.



Nominate a Register for Church EIN

- For the purposes of the EIN application, you can nominate a registered agent to take over the application process.
- This registered agent will need to list their name and their SSN or ITIN.



Apply for EIN

- Online

[Apply for an Employer Identification Number \(EIN\) online | Internal Revenue Service \(irs.gov\)](#)

The online application process is simple and easy. It can be completed within a few minutes and can be returned to you within 60 minutes.

- Mail or Fax

[fss4.pdf \(SECURED\) \(irs.gov\)](#)



Application

Form SS-4 Application for Employer Identification Number		OMB No. 1545-0003
<small>(Rev. December 2023) Department of the Treasury Internal Revenue Service</small>		EIN
1 Legal name of entity (or individual) for whom the EIN is being requested		
2 Trade name of business (if different from name on line 1)	3 Executor, administrator, trustee, "care of" name	
4a Mailing address (room, apt., suite no. and street, or P.O. box)	5a Street address (if different) (Don't enter a P.O. box.)	
4b City, state, and ZIP code (if foreign, see instructions)	5b City, state, and ZIP code (if foreign, see instructions)	
6 County and state where principal business is located		
7a Name of responsible party		7b SSN, TIN, or EIN
8a Is this application for a limited liability company (LLC) (or a foreign equivalent)? <input type="checkbox"/> Yes <input type="checkbox"/> No		8b If 8a is "Yes," enter the number of LLC members
8c If 8a is "Yes," was the LLC organized in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
9a Type of entity (check only one box). Caution: If 8a is "Yes," see the instructions for the correct box to check.		
<input type="checkbox"/> Sole proprietor (SSN) <input type="checkbox"/> Estate (SSN of decedent)		
<input type="checkbox"/> Partnership <input type="checkbox"/> Plan administrator (TIN)		
<input type="checkbox"/> Corporation (enter form number to be filed) <input type="checkbox"/> Trust (TIN of grantor)		
<input type="checkbox"/> Personal service corporation <input type="checkbox"/> Military/National Guard <input type="checkbox"/> State/local government		
<input type="checkbox"/> Church or church-controlled organization <input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government		
<input type="checkbox"/> Other nonprofit organization (specify) <input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises		
<input type="checkbox"/> Other (specify) <input type="checkbox"/> Group Exemption Number (GEN) if any		
9b If a corporation, name the state or foreign country (if applicable) where incorporated		State Foreign country
10 Reason for applying (check only one box)		
<input type="checkbox"/> Started new business (specify type)		
<input type="checkbox"/> Banking purpose (specify purpose)		
<input type="checkbox"/> Changed type of organization (specify new type)		
<input type="checkbox"/> Purchased going business		
<input type="checkbox"/> Hired employees (Check the box and see line 13.)		
<input type="checkbox"/> Compliance with IRS withholding regulations		
<input type="checkbox"/> Created a trust (specify type)		
<input type="checkbox"/> Created a pension plan (specify type)		
<input type="checkbox"/> Other (specify)		
11 Date business started or acquired (month, day, year). See instructions.		12 Closing month of accounting year
13 Highest number of employees expected in the next 12 months (enter 0- if none). If no employees expected, skip line 14.		
Agricultural Household Other		
14 If you expect your employment tax liability to be \$1,000 or less in a full calendar year and want to file Form 944 annually instead of Forms 941 quarterly, check here. (Your employment tax liability will generally be \$1,000 or less if you expect to pay \$5,000 or less, \$6,506 or less if you're in a U.S. territory, in total wages.) If you don't check this box, you must file Form 941 for every quarter.		
15 First date wages or annuities were paid (month, day, year). Note: If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year)		
16 Check one box that best describes the principal activity of your business.		
<input type="checkbox"/> Construction <input type="checkbox"/> Rental & leasing <input type="checkbox"/> Transportation & warehousing <input type="checkbox"/> Accommodation & food service <input type="checkbox"/> Wholesale—other <input type="checkbox"/> Retail		
<input type="checkbox"/> Real estate <input type="checkbox"/> Manufacturing <input type="checkbox"/> Finance & insurance <input type="checkbox"/> Other (specify)		
17 Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided.		
18 Has the applicant entity shown on line 1 ever applied for and received an EIN? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If "Yes," write previous EIN here		
Complete this section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.		
Third Party Designee	Designee's name	Designee's telephone number (include area code)
	Address and ZIP code	Designee's tax number (include area code)
Under penalties of perjury, I declare that I have examined the application, and to the best of my knowledge and belief, it is true, correct, and complete.		Applicant's telephone number (include area code)
Name and title (type or print clearly)		Applicant's tax number (include area code)
Signature	Date	
For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 15055N Form SS-4 (Rev. 12-2023)		

Apply for EIN online

- You can apply for a church organization Tax ID Number online. The online application process is simple and easy. Not only can the application be filled out within a few minutes, but the EIN Number will be returned to you within sixty minutes.



Apply for EIN via Fax or Mail

A faxed application should take 3 - 5 business days to complete.

A mailed application should take 4 - 6 weeks to complete.

Obtain EIN

As long as you apply for a Tax ID (EIN) Number online, you should receive it in an hour. There's one exception: if the application had incorrect information and needs correction before it can be processed. A tax ID service can help you with this, ensuring that your application is correct before it's sent in.

Apply via Fax or Mail will take longer to process.