North Carolina PTA
everychild. onevoice.®

**On-Line Instructions for Applying for an Employer Identification Number (EIN)**

NCPTA recommends that new local units apply online for an Employer Identification Number

Go to https://sa.www4.irs.gov/modiein/individual/index.jsp

- Click "APPLY FOR EIN ONLINE"
- Click "APPLY ONLINE NOW"
- Click "BEGIN APPLICATION"

What type of legal structure is applying for an EIN? - click View Additional Types, Including Tax-Exempt and Governmental Organizations

- Click PTA/PTO School Organization then Click Continue

Tell us about the Responsible Party. - enter your name, social security number (Your social security number will not be associated with this EIN after this application is completed)

- Click - I am a responsible and duly authorized officer or member of this organization then click "Continue"
- Where is the Responsible Party physically located? - enter school address
- Tell us about the PTA/PTO or School Organization. - enter your PTA's name, county, state, and month and date organized. - Click continue
- Tell us more about the PTA/PTO Organization - answer "NO" to these 5 questions and then click continue
- What does your business or organization do? Click "other"
- Click "Other" and type in "Educational nonprofit
- How would you like to receive your EIN Confirmation Letter? Click either online or by mail (online is recommended)
- Review your application and then click submit
- You will then receive the EIN for your organization.