Student Organizations
Employer Identification Number Instructions

What is an EIN?
An Employer Identification Number (EIN) is a nine digit number that the IRS assigns to taxpayers who are required to file various business tax returns or claim nonprofit status. There are many categories that individuals and organizations can choose to be listed under when applying for an EIN number. Student organizations are considered nonprofit associations.

Why do student organizations need one?
With an EIN number, student organizations can establish nonprofit organization accounts at local banks under the organization’s name and not under a certain officer or member’s name. It will be easier to manage if the organization name is on the account and easier to transfer authorizers when student officers switch each academic year.

Instructions on how to apply for an EIN

1. Visit the IRS website at www.irs.gov. On the main page, search for “Apply for EIN Online” under the TOOLS category and click on the link.
2. The site will direct you to application page. You may read through the content on the webpage and click on the link at the bottom (APPLY ONLINE NOW) to start the process. NOTE: An immediate dialog box will appear reminding the user that the process is for government use only, click OK to agree.
3. You may read through the content on the webpage and click on BEGIN APPLICATION.
4. The application will then direct you to a list of EIN categories. You will need to select, “View Additional Types, Including Tax-Exempt and Governmental organizations” since student organizations do not fit the list of options on the current webpage. Click CONTINUE.
5. The site will then direct you to the additional list of categories. The best option to select for student organizations is “Community or Volunteer Group” because the category description discusses that, “These groups generally apply for EINs for banking purposed only.” Student organizations should be obtaining EINs to create bank accounts under the organization’s name. Click CONTINUE.
6. The site will then direct you to further explanation of the category you selected, click CONTINUE.
7. From this point forward the officer applying for the organization EIN will be asked for their information. PLEASE NOTE: the individual’s information is ONLY for the application process and the EIN number WILL NOT remain in that individual’s name. Once the EIN is created, the organization as a group, will official own the EIN number. Be sure to use the UHCL mailing address during the process.
8. The EIN should be created and presented to the applicant right away. Either way an official letter will be mailed to the organization. Please be sure to use UHCL’s mailing address:

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