

The NATIONAL FRATERNITY of the SECULAR FRANCISCAN ORDER - USA

Office of the Treasurer

OBTAINING AN EMPLOYER ID NUMBER (revised Apr. 22, 2018)

When opening up a checking or savings account, your bank is required to obtain from you a "Taxpayer's Federal ID number", sometimes referred to as a "TIN". For an individual this is your Social Security Number. For organizations and businesses it would be an "Employer ID Number", or "EIN", even if you actually have no employees. At the end of the year the bank then reports to you and to the IRS the amount of interest income you have earned, using form 1099, and your federal ID number. The bank must do this for individuals, using your SS#, and for other organizations, such as the your Secular Franciscan Order fraternity or region, using the EIN. NOTE: **Because of our non-profit status, you NEVER file any reports with the IRS (other than this request for an EIN).**

Obtaining an EIN to give to the bank is a very easy thing to do. You should first obtain form "SS-4" from the IRS. To have the IRS mail or fax you the form, call 1-800-829-1040, or 1-800-829-3676. To download it, click on the links below, or copy and paste it in your browser:

<https://www.irs.gov/pub/irs-pdf/fss4.pdf> (this is form SS4)

<https://www.irs.gov/pub/irs-pdf/iss4.pdf> (this is the instructions for SS4)

Any officer (elected council member) can be authorized by the council to make the application. **Here are some hints to help you with the following line numbers:**

1. Enter fraternity or region name in full
2. Not applicable: enter "N/A"
3. Applicant (officer) name
- 4a&b and 6. Permanent address of region or fraternity, or address of applicant or minister
- 5a&b. Enter "N/A"
- 7a & b. Enter minister's name and SS#
- 8a. Enter "NO"
- 8b & c. Enter "NA"
- 9a. Check off "Church or church controlled organization" and enter GEN of "0928".
- 9b. Enter "N/A" unless you are incorporated (Heaven forbid)
10. Check off "Banking purpose" and specify: "required to open account"
- 11&12. Enter "N/A"
- 13, 14 &15. Enter "N/A" unless you have employees (Heaven forbid)
16. Enter Other and specify "Religious order of lay persons"
17. Enter "N/A"
18. Check off "No" unless you have previously applied for an EIN

Once you get the form and fill it in, you can call the IRS at the number listed in the instructions (Page 1 of 6) to request the EIN over the phone. Then you can fax or mail in the SS4: ask them for the appropriate fax number, or mail it to the address shown in the instructions.

Contact the National Treasurer if you need further help: