

Establishing a Federal Employee Identification Number for off-campus bank accounts

When opening a non-UNI or off-campus bank account, your student organization will be required to have a Federal Employee Identification Number (EIN) from the IRS.

To obtain an EIN for your organization, please access the following website:

[http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)

Through this site, you can receive your EIN instantaneously, provided that you enter all of the required fields. When you fill out this form, please follow these steps:

- Step #1: At the bottom of the main page, please click on the “**Apply Online Now**” link. After reading the next page, you may begin the application process.
- Step #2: When at the page “*What type of legal structure is applying for an EIN?*” please select “**View Additional Types including Non-Profit/Tax-Exempt Organizations**”. When selecting your organization’s type, most organizations should fall under the “Social or Savings Club”. If you feel your organization falls under a different category, please contact the Office of Student Life for clarity.
- Step #3: **Authenticate**, please enter the individual that you would like to designate as the authorized person representing your organization. It is recommended that the organization’s advisor be selected as the contact, since they will be less likely to change as often as student leaders of the organization. **NOTE*** The designee’s Name and Social Security Number is required, but only used for identification purposes only. For the question, “*Are you a responsible and duly authorized officer or member of this organization?*” please select “YES”.
- Step #4: **Address**. See recommendation for Step #3.
- Step #5: **Details**. Please fill out the required pages. When asked “*What does your organization or business do?*” please select “Other”.
- Step #6: **Confirmation**. If you select “Receive Letter Online”, you will receive your confirmation letter immediately.

Once you have received your organization’s EIN, you will then need to do the following:

- 1) Update your organization’s records with your financial institution. Please bring with you a copy of your EIN letter.
- 2) Update your organization’s financial information with the Office of Student Involvement by emailing a copy of your documentation assigning EIN from the IRS to pamela.creger@uni.edu, or by dropping off a copy to the front desk of the Office of Student Involvement, 111 Maucker Union, Plaza Level.

If you should have any questions regarding this process, please the Office of Student Involvement at involvement@uni.edu or by calling 319-273-2683.