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Associated Students of the University of Arizona

### **How to Get a Tax ID Number**

#### **Why does my club need a tax id number?**

Three reasons: (1) to set up a bank account, (2) to receive ASUA funds, and (3) other financial reasons.

#### **How do I know if my club has a tax id number?**

If your club has a bank account, then it has a tax id number. A tax id number is required to set up a business bank account. If you have misplaced the tax id number, the bank should be able to provide it upon request.

#### **How do I get a tax id number for my club?**

To obtain a tax id number, also called an employee identification number (EIN), visit <https://sa.www4.irs.gov/modiein/individual/index.jsp> and click begin application.

#### **How do I navigate the online application using “EIN Assistant”?**

The bullets below represent an answer for each part of the application:

1. “View Additional Types”
2. “Other”
3. “Continue”
4. “Banking Purposes”
5. “Individual”
6. Here you will be asked to put in a social security number and click "I am a responsible officer...".
  - a. NOTE: Please make sure someone who is comfortable entering his/her number provides this. The website is through the U.S. IRS so it is a secured site.
7. Please put in a permanent address for your club,
  - a. NOTE: Check with your landlord you can use this address for your club. Nothing should be sent to this address unless your club wants to apply to be a 501(c)(3) non-profit. For more information on this, see below.
8. You must provide the FULL name of your organization, with no abbreviations. The organizations start date is your club's date of adoption or when your club formed.
9. The answers to all of the questions on the next portion should be “No” but be sure to double check this is true for your club.
10. “Other”
11. “Other” and in the space write "University Club"
12. I would suggest receiving the letter online. This way you are will receive your confirmation document in electronic form, which is easier to send and store.
13. “Submit”
14. Write down your tax id number and save the PDF letter. Click on the link to see the letter and be sure to hold on to this document!
15. You now have a tax id number.

If you have any questions or concerns, please contact Evan Hastings at [asuaevp@email.arizona.edu](mailto:asuaevp@email.arizona.edu)

#### **Should my club apply for 501(c)(3) status?**

Although your club may be eligible for 501(c)(3) non-profit status, the fees to file the application are approximately \$400, which may outweigh the benefits. These benefits include eligibility to receive tax deductible charitable contributions and exemption from federal income tax. To apply for 501(c)(3) tax-exempt status, your club must file IRS Form 1023. Completing this form is known to require knowledge of legal and tax technicalities, for which you will need a lawyer and an accountant. For more information visit, <https://www.irs.gov/pub/irs-pdf/p4220.pdf>.

If you have any questions or need a referral visit us at Student Legal Services. To make a student legal services appointment visit [www.legal.asua.arizona.edu](http://www.legal.asua.arizona.edu).