

# **EMPLOYER IDENTIFICATION NUMBER** **INFORMATION**



All affiliates of the American Federation of State, County and Municipal Employees are required to obtain an Employer Identification Number from the Internal Revenue Service and to advise the International Union of this number. Failure of an affiliate to obtain an Employer Identification Number and/or to place it on file with the International Union jeopardizes the affiliate's status as a non-profit organization.

The Employer Identification Number is the property of the affiliate. It remains the same throughout the affiliate's existence, regardless of the identity of the officers. For this reason, it is suggested that the number be kept on file in the office of the local, council, retiree chapter or sub-chapter.

Please follow these steps regarding the Employer Identification Number (EIN):

1. If the affiliate was organized prior to being chartered as an AFSCME affiliate, you may already have an EIN. If so, the EIN should be located in the affiliate's financial records. Check these records for your EIN.
2. A newly chartered affiliate should apply for an EIN online at <https://sa.www4.irs.gov/modiein/individual/index.jsp> in order to receive your EIN faster. You may also obtain an EIN by filling out the IRS SS-4 form that can be found at [www.irs.gov](http://www.irs.gov).
3. The IRS will forward an EIN confirmation letter to your affiliate. Once you receive this letter, please contact AFSCME International Auditing at (202) 429-5032 to receive instructions on how to provide a copy of the IRS EIN confirmation letter so that we may add the EIN to AFSCME's Group Exemption for tax purposes.

## **ELECTRONIC INSTRUCTIONS TO APPLYING FOR A NEW EMPLOYER IDENTIFICATION NUMBER (EIN)**

On the IRS website to submit an online SS-4 to apply for a new EIN. After you complete the submission, you will be provided with the number immediately.

<https://sa2.www4.irs.gov/modiein/individual/index.jsp>

In the online version (EIN assistant), start by clicking the following items:

“Begin Application”

“View additional types”

“Other Non-Profit/Tax Exempt Organizations”

“Continue”

“Started a New Business” or “Banking Purposes”, as appropriate

“Continue”

Then give a Contact Name (with Social Security # - yes, this IS required) and indicate the first button:

“I am a responsible and duly authorized member or officer having knowledge of this organization's affairs”

Continue by entering information for the local's address, contact name, legal name, and start date. You will then be asked a series of other questions relating to vehicle ownership, gambling, Form 720, alcohol, tobacco, firearms and whether you have employees who receive Forms W-2. The answers to these questions are likely “no” except for the last question which might be “yes” if your local has employees that are normally issued W-2's.

You will then be asked “What does your business or organization do”. Answer “Other”. On the next screen you will be asked your primary business activity. Answer “Other” and type “Labor Union” in the blank.

You will then be asked how you would like to receive your EIN Confirmation letter. Receiving it online is the most convenient since you will be able to save and print it out immediately. After that you will be given a chance to review all of the data entered so far before final submittal. Once you have received the EIN Confirmation letter from the IRS, please save it for the local's records.

Once you have obtained the new EIN please contact AFSCME Auditing at (202) 429-5032 to receive instructions on how to provide a copy of the IRS EIN Confirmation Letter so that we may add the EIN to AFSCME's Group Exemption for tax purposes.