



CATHOLIC WAR VETERANS

OF THE UNITED STATES OF AMERICA, INC.

How to Obtain a Post Tax ID Number (TIN) / Employer ID Number (EIN)

All Non Profit organizations, to include the Catholic War Veterans and the subordinate Echelons (Departments, Chapters, and Posts) are REQUIRED by the IRS to file an annual informational return – Form 990, 990EZ or the 990-N (ePostcard). You must have a Tax ID number (TIN / EIN) in order to file this return.

These are step by step instructions on obtaining a Post, Chapter or Department TIN / EIN.

The process is fairly easy to do online by using the link below –

<http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/How-to-Apply-for-an-EIN>.

Under the Apply Online option:

- click on Internet EIN, Go to the bottom of the page
- click the Apply Online Now at the bottom of the page.
- click Begin Application at the bottom of page
- pick the choice at the bottom of the page that pops up - View Additional Types... then click Continue
- click the Other Nonprofit/Tax Exempt Organizations located at the bottom of right-hand column.
- click Continue at the bottom of page
- click on Started New Business at top of page
- click Individual option
- enter in your information (including your SSN)
- then click on the option *I am a responsible party...*
- follow the directions thru the rest of the process

Once you have the Post EIN, you will need to send a letter to the National HQ to have them add your Post to the Group Exemption (**you do not need to apply for this on your own**).

Included is a draft template letter for you to fill out with the applicable Post information in MS Word Document format. In the letter to National, please insert your Post info in the areas highlighted in red, change the **red text** back to black, save it to your computer or a flashdrive, print 2 copies and mail a copy to National, and keep one for your Post records.