Obtaining Federal Tax ID Number for PSC Student Organization

The type of federal tax ID number you need is an Employer Identification Number (EIN). This is true whether or not you have employees. An EIN can be requested and received online at:


Here are instructions for completing each screen:

1st screen: Legal Structure: Click <View Additional Types> and <Continue.>

Click <Other Non-Profit/Tax-Exempt Organizations> and <Continue.>

Click <Continue> on the “Please confirm your selection” screen.

Click <Banking purposes> and <Continue.>

Fill in individual officer information, click <I am a responsible and duly authorized member or officer,> and click <Continue.>

Fill in address. Use 600 Hoyt St. rather than P.O. Box. <Continue.>

Make appropriate entries on “Verify your Physical Location” screen if it appears.

Complete the organization name and other information required. The start date can be the date you are filling in the application.

“Tell us more” screen: Answers to all questions should be “No” for student organizations.

On the list of business categories, click <Other> and <Continue.>

Click <Organization> and <Continue.>

Click <Social or civic> and type “Student Club” into the box. Click <Continue.>

Finish remaining screens in the EIN Assistant.

Print your confirmation and notification letter. The bank will want to see the letter.