

## REQUESTING AS EIN NUMBER ONLINE

Complete this online application and obtain the EIN number (print or save for your records):

- 1 Click here: <https://sa.www4.irs.gov/modiein/individual/index.jsp>
- 2 Begin Application
- 3 Click "View Additional Types, Including Tax-Exempt and Governmental Organizations" and click continue
- 4 Click "PTA/PTO or School Organization" and click continue
- 5 Choose "I am a responsible and duly authorized officer or member of this organization"
- 6 Type the permanent address your organization is using
- 7 Legal name of PTA/PTO/School Organization is the organization's name, County is Leon County

**Remember** *Florida State or FSU must come at the end of any RSO's name Example: Dance Marathon at FSU is allowed but FSU Dance Marathon is NOT!*

- 8 Select NO for all the options
- 9 Click Other and click continue and then click "Organization"
- 10 Select the category that best describes the RSO. Example: Dance Marathon at FSU would select Fundraising and specify: "Raise funds for local Children's Miracle Network Hospitals and Pediatric Outreach Programs"
- 11 Click receive letter online, review information and submit!
- 12 If and when the address or individual's name on the account changes- make sure to update changes to the IRS

## Obtaining 501(c)3 Status

Section 501(c)(3) is the portion of the US Internal Revenue Code that allows for federal tax exemption of nonprofit organizations, specifically those that are considered public charities, private foundations, or private operating foundations. RSOs are not covered by the University's 501(c)3 status when making purchases from their off-campus account.

**Please Note:** *RSOs cannot use the University's Tax ID number, and individual students should not create organizational bank accounts using their personal Social Security Number!*

If a RSO is connected to a nonprofit organization, student officers should work with the large non-profit organization to find out if it is covered under 501(c)3 status.

Should an RSO believe they qualify for non-profit status and seek to apply with the federal government, more information can be found here: [http://nonprofitsupportservices.net/start-a-](http://nonprofitsupportservices.net/start-a-nonprofit/)

[nonprofit/](http://nonprofitsupportservices.net/start-a-nonprofit/)

### PLEASE NOTE

Obtaining an EIN number does not mean an RSO becomes an official 501(c)3, or tax exempt, Non-Profit Organization that does not have to pay federal or state taxes.

An RSO with an EIN number will pay taxes on purchases with the off-campus bank account, but may not have to file a tax return.