**Application for Employer Identification Number (EIN)**

1. Go to irs.gov
2. Under “Tools” on the homepage, click “Apply for an Employer ID Number”
3. Click “Apply Online Now”
4. Click “Begin Application”
5. Select “View Additional Types, Including Tax-Exempt and Governmental Organizations” & click “continue”
6. Select “Social or Savings Club” & Click Continue
7. Click “Continue”
8. Either the President or Treasurer should fill out this page. Fill in First Name, Last Name and SSN. Then select “I am a responsible and duly authorized officer or member of this organization” & click “continue”
9. Enter the address information for your organization. This should be the organizations mailing address. Click “Continue”
10. Enter the legal name of the organization “\_\_\_\_\_ Alumni Association of the Pi Kappa Alpha Fraternity”
11. Confirm EIN with e-mail address
12. Once EIN acceptance email is received, forward to finance@pikes.org