

Step to obtain a Federal Identification Number:

1. Go the to the IRS web site – www.irs.gov
2. Click on “More” under the red/orange tab that is headed “Forms and Pubs”
3. Click on “Current Proms and Pubs” button
4. In the “Find box” type “SS-4” and click on the “Find” button
5. You can then click on the “Form SS-4” to get a copy of the Application for Employer Identification Number” – complete the application
6. Click on the “Inst SS-4” button to get the “Instructions for the SS-4, Application for Employer Identification Number

IRS Application for Recognition of Exemption Under 501(a)

1. Go the to the IRS web site – www.irs.gov
2. Click on “More” under the red/orange tab that is headed “Forms and Pubs”
3. Click on “Current Proms and Pubs” button
4. In the “Find box” type “1024” and click on the “Find” button
5. You can then click on the “Form 1024” to get a copy of the Application for Recognition of Exemption Under 501(a) (Note: you are filing for exemption under 501(c)(6))
6. You should, also, click on “Inst 1024” for Instructions for Form 1024, Application for Recognition of Exemption Under 501(a) (Note: you should review the instructions before completing Form 1024)

IRS Form 8718 – User Fee for Exempt Organization Determination Request (Must accompany Form 1024)

1. Go the to the IRS web site – www.irs.gov
2. Click on “More” under the red/orange tab that is headed “Forms and Pubs”
3. Click on “Current Proms and Pubs” button
4. In the “Find box” type “8718” and click on the “Find” button
5. Click on “Form 8718” to get a copy of the User Fee for Exempt Organization Determination Request form