

## How to Apply for a Tax Id Number

### for a Softball Team

#1 – Go to IRS web site <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

Have this information available:

Legal name of team

Responsible party and address

Purpose is for banking

Date organization was started

#2 – From website, click Apply Online Now button

#3 – Fill out request, Tax Id Memo will be issued upon completion of application. Print and save this memo, it is hard to get another copy.

#4 – Submit Articles of Incorporation (Domestic Nonprofit Corporation)

Article I – Name of organization

Article II – Perpetual

Article III – “ADD NAME OF ORGANIZATION is a non-profit corporation and shall operate exclusively for girl’s softball sports teams age 18 and under, for banking purposes and fundraising for expenses within the meaning of section 501 (c)(3) of the IRS, or the corresponding section of any future Federal tax code.”

Article IV – The Corporation will have members

Article V – “ADD NAME OF ORGANIZATION shall be governed by its board of directors.”

Article VI – “ADD NAME OF ORGANIZATION the management of the affairs of the corporation shall be vested in a board of directors.”

Article VII – “No provisions or amendments to the articles required.”

Article VIII – Registered Agent’s name is not organizations name, pick someone from the team. If using an outside agency to file tax, fill out section b or c.

Article IX – Require at least three board members. President, Treasure and a Secretary

Article X – Add at least one member’s name (President of Board is fine)

Signature blocks – Have three primary board members sign

Send to - Secretary of State Office, 500 E. Capitol Ave, Pierre, SD 57501

Include a copy of articles and a \$30 check

#5 – Use this memo and any additional information the bank requires to open a banking account

#6 – File taxes