

How to Apply for a Federal EIN Number and State of Wisconsin Tax Exempt Number

What is the Federal EIN Number?

This is an identification number that your unit will need in order to open a checking account in the unit's name.

To apply for a Federal ID number (EIN):

1. go to www.irs.gov
2. click on More Forms and Publications
3. go to the search box and type in: online SS-4
4. Scroll down to: Apply for an EIN(Employer Identification Number) Online then scroll to Apply Online Now and click on link

There are 3 options to complete the form:

1. Print out the SS-4 form, complete and send via USPS (you will receive your EIN number in about 30 days)
2. Print out, complete the form and FAX back to IRS (you will receive your EIN number in about 5 days)
3. Complete the SS-4 form "on-line" - You will get your EIN number right away

Toll free number to help answer questions about the SS-4 form: 1-800-829-4933

How To Apply for a State of Wisconsin Tax Exempt Number:

To quickly apply for the tax exempt number/certificate from the State of Wisconsin, follow steps 1-5 below.

1. www.dor.state.wi.us
2. Click on Forms then Sales & Use Tax Forms
3. Along left-hand margin, click on form S-103 and form S-211
4. Print out the form and send it to the Wisconsin Department of Revenue as noted on the top-right corner of the form
5. Complete form S-211, make a copy for your records and submit a copy to the Potawatomi Scout Shop so your tax exempt certificate can be kept on file.

Phone number to help answer questions about the Wisconsin Tax Exempt forms: 1-608-266- 2776