

Application for Employer Identification Number (EIN) – IRS Form SS-4

Every PTA must have an employer identification number (EIN), even if it will not have employees. The EIN is a unique number that identifies the organization to the Internal Revenue Service. This number should be used for setting up bank accounts, and will be required for filing IRS Form 990.

As a 501(c)3, non-profit organization, every PTA is required to file a 990 annually in order to maintain tax exempt status!

To apply for an EIN, complete the online form here:
<https://sa.www4.irs.gov/modiein/individual/index.jsp>

Complete the online EIN assistant as follows:

Click on begin application
Select “View Additional Types”
Select “PTA”, then “Continue”
Enter your name and SSN to prove you are a citizen of the United States
Enter your PTA’s address, as the responsible party address
The Legal Name should be “PTA Minnesota Congress”
The Trade Name, doing business as should be your local unit name
Enter the County, State and Date business started
Select “No” for the 5 details questions
What does your business or organization do? Choose “other”
Select “Other”, enter “Child Advocacy”
To receive your EIN immediately, select “Receive Letter Online”

The EIN is a part of the permanent record of the local PTA and should also be on file at state PTA office, please send or email a copy of your unit’s EIN to the state PTA immediately upon receipt.

Minnesota PTA – 1667 Snelling Ave N, St. Paul, MN 55108
mnpta@mnpta.org
Call 651-999-7320 with any questions you may have