

## **APPLYING FOR A TAX ID NUMBER**

Tax ID Numbers are needed to:

- Open an off-campus bank account
- Participate in fundraising opportunities (Panda Express, etc.)

\*All student organizations must apply for their own ID number– there is not an ODU or office number for you to use!

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To obtain a Tax ID number:

1. Visit [www.irs.gov](http://www.irs.gov) Search for EIN
2. Complete the Tax ID application (approximately 15 minutes)
  - a. Use LSI (and org name) as the mailing address so there is continuity of info for your group:  
**1071 Webb Center**  
**Norfolk, VA 23529**
  - b. One of your group members must sign off on this request
  - c. This process is *FREE* – do not fall for scams that charge!
  - d. Your group is considered a non-profit under the ODU umbrella
3. You will receive a letter with your tax ID number in your mailbox

***IMPORTANT:*** *This information and your Tax ID number are entirely your organization's to use and maintain – ODU and the Office of Leadership and Student Involvement do not keep records of these numbers, track them, or utilize them in any way.*