

How to Get a Tax ID # for AA Group's Bank Accounts

1. Call 1-800-829-1040 (toll free) and ask the IRS to send you form SS-4 for non-profit organizations. Explain that you only want the tax ID # for banking purposes. Give the IRS your name and address for mailing the form to you. The form is also available directly from the IRS website <http://www.irs.gov/>. Enter "SS-4" (no quotes) in their site's search box.
2. Fill out the SS-4 form. If you have any questions, call 1-800-829-1040 again and ask for help completing the form.
3. When your form is completed: Fax it to 1-801-620-7115. The IRS will send to you your tax ID # by mail in 10 to 15 working days or Fax to your Fax # within 5 to 7 working days. Put that # on your SS-4 form's upper right hand corner and make a photo copy of it for your group's records.
4. Mail the completed form SS-4 (with your tax ID # in the upper right hand corner) to IRS, Ogden, UT 84291.
5. You now have your Tax ID # to take to your bank.

NOTE: It is always a good idea to check the IRS website for the latest version of the SS-4 form and the current phone numbers and addresses for submitting your form.

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