



## How to get a federal tax ID number (EIN)

Minnesota Campaign Finance and Public Disclosure Board

For use by Minnesota state candidates, party units, and political committees and funds.

1. Go to this link and select Begin Application:

<https://sa2.www4.irs.gov/modiein/individual/index.jsp>

2. When asked for the type of organization, select the bottom option for additional types of organizations, then select Continue.
3. On the next page, select Political Organization, then select Continue twice.
4. When asked for the reason for the EIN, select Banking purposes, then select Continue.
5. The responsible party is an individual who should probably be the candidate for a candidate committee so that you don't have to change it every time the treasurer changes. For a party unit or political committee or fund, it should be the treasurer and should be changed if the treasurer changes. Complete the Responsible Party form, then select Continue.
6. Enter the contact information of the organization, then select Continue.
7. For the legal name, use "Campaign fund of (name of candidate, or entity if not a candidate)". Then the name attached to the EIN will match the name on the bank account. Aside from the text "Campaign fund of" the name provided to the IRS should match the name used when registering with the Board.
  8. a. Candidate committees and party units: Check the button that says you will NOT be filing Form 8871. This form is not filed by state candidate committees or state party units.
    - b. Political committees and funds: If you expect that the annual gross receipts of your committee or fund will NEVER exceed \$25,000, check the button that says you will NOT be filing Form 8871. If you expect that your annual gross receipts will exceed \$25,000, check the button that says you will be filing Form 8871.
9. When asked if you will have W-2 employees, select No unless you will have paid employees. If you will have W-2 employees, seek legal assistance.
10. When asked how you wish to receive your number, select Receive letter online. Otherwise you may wait weeks to get the number.
11. Review your application information. If it is all correct, click the Submit button.

Please contact Board staff at [cf.board@state.mn.us](mailto:cf.board@state.mn.us) or 651-539-1180 if you have problems, comments, or questions.