Setting up an EIN (Required to set up a bank account for a student organization)


2. On the homepage, select “Apply for an Employer ID Number (EIN)”

3. Click the “Apply Online Now” button

Employer Tax Responsibilities Explain
(Publications 15, 15-A and 15B)

4. On the next page “What type of structure is applying for an EIN,” choose “View Additional Types”
5. Choose the appropriate type for your student organization based on the descriptions offered. The following four categories seem to best fit student organizations at Marquette, with most falling into the “PTA/PTO or School Organization” category. “Social Club,” “Sports Teams,” and “Community or Volunteer Group” may also be applicable to some organizations on campus.

NOTE that the categories Marquette uses to classify student organizations DO NOT necessarily correspond to similarly titled categories for federal tax status designations. (FOR EXAMPLE, the IRS has a political organization category, but the description of that doesn’t match how student organizations who are in the political category operate.)

PTA/PTO or School Organization (fits most student organizations)
Social Club

Social or Savings Club

A social club is organized for pleasure, recreation, and other similar non-profitable purposes and substantially all of its activities must be for these purposes.

A savings club is organized to offer benefits and services to its members for purposes of saving money on purchases. Some types of savings clubs include: grocery savings, airline/cruise savings, and home décor savings.

Sports Teams (may fit some organizations in the Club Sport category)

Sports Teams (community)

These organizations are comprised of sports teams or clubs primarily participating in live sporting events before a non-paying audience. Examples include bowling leagues and little league teams. These groups generally apply for EINs for banking purposes only.

Community or Volunteer Group (may fit organizations in the service category)

Community or Volunteer Group

A community or volunteer group is any specialized interest group that comes together to provide volunteer services. Examples of community or volunteer groups include neighborhood watch groups and preservation societies. These groups generally apply for EINs for banking purposes only.