

# Running for Office in Tompkins County in 2025

Prepared by the Tompkins County Board of Elections

# Running for Office

## Qualifications

Must be a US Citizen

Must be 18 years of age or older

Must be an **elector** for the position you are running for:

Eligible to vote for the position – qualified to register to vote and live in the political jurisdiction

# Party Nominations

**Party Caucus:** A caucus is an open meeting of a town or village political party at which candidates are nominated for elective offices. Only residents of the town or village who are enrolled members of the party may participate in the caucus.

- All party nominations for village elections are made at a caucus.
- Democratic Party nominations for town elections are made at a caucus in the Towns of Dryden, Groton, and Newfield.
- Republican Party nominations for town elections are made at a caucus in the Towns of Dryden and Ithaca.

# Party Nominations

- Party Nominations for all other elected positions in Tompkins County are done through the **Primary Election Process.**
  - **In the Primary Election Process, Party Designations for Primary Elections are made on a Designating Petition.**
    - If only one candidate for a particular office has a party's Designating Petition filed on his or her behalf, then that candidate's name will appear for that office on that party's line on the ballot in the General Election on November 4.
    - If more than one candidate for a particular office has the same party's Designating Petition filed on his or her behalf, then there will be a Primary Election on June 24 to determine which candidate's name will appear for that office on that party's line on the ballot in the General Election on November 4.
    - If no candidate for a particular office has a party Designating Petitions filed on his or her behalf, then that party will not have a candidate for that office on the ballot in the General Election on November 4.

# Independent Nominations

- To run for an office on a line other than an official party line, one must have an independent nominating petition filed on one's behalf.
- The petitioning period for independent nominating petitions begins on April 15 - after the Designating Petition process has completed.

# Petitions

- Petitions and related certificates are legal documents and should be treated as such.
- Failure to comply with the rules and regulations surrounding petitions may invalidate the petition and prevent you from becoming a candidate.

# Form of Petition

- Election Law requires that all petitions be substantially in the form set forth in the law. Deviations or slight rearrangements of the form of the petition are not fatal defects, provided that the petition contains all of the required information. Each petition sheet must correctly set forth:
  - The date of the election.
  - The name of the candidate.
  - The name of the party or independent body.
  - The office or position sought including the municipality, ward or district number if any.
  - The candidate's residence address, and if different, their mailing or post office address.
  - Information about the signer: date of signing, residence address, and city or town
  - Information relating to the person who witnesses the signatures.

# Designating Petition

## Democratic Party Designating Petition

I, the undersigned, do hereby state that I am a duly enrolled voter of the **DEMOCRATIC** Party and entitled to vote at the next primary election of such party, to be held on June 27, 2023; that my place of residence is truly stated opposite my signature hereto, and I do hereby designate the following named persons as candidates for the nomination of such party for public office.

Name of Candidate	Public Office in the Town of Ithaca	Place of Residence (also Post Office address if not identical)
Rod Howe	Supervisor	126A Judd Falls Rd., Ithaca, NY 14850
Pamela Bleiwas	Councilperson	20 Orchard Hill Rd., Ithaca, NY 14850
Eric Levine	Councilperson	672 Coddington Rd., Ithaca, NY 14850
Susie Gutenberger Fitzpatrick	Councilperson	301 Winthrop Dr., Ithaca, NY 14850
Kathleen A. Bergin	Town Justice	328 Winthrop Dr., Ithaca, NY 14850

I do hereby appoint: Ammital Worob, 1212 Trumansburg Rd., Ithaca, NY 14850, Christopher Sinton, 12 Dove Dr., Ithaca, NY 14850, Jeffrey Silber, 20 Orchard Hill Rd., Ithaca, NY 14850 and Elizabeth Hartman, 929 Coddington Rd., Ithaca, NY 14850 as a committee to fill vacancies in accordance with the provisions of the election law.

**In witness whereof, I have hereunto set my hand the day and year placed opposite my signature:**

	Date	Name of Signer Signature Required (Printed name may be added)	Residence	Town
1	/ / 2023			ITHACA
2	/ / 2023			ITHACA
3	/ / 2023			ITHACA
4	/ / 2023			ITHACA
5	/ / 2023			ITHACA
6	/ / 2023			ITHACA
7	/ / 2023			ITHACA
8	/ / 2023			ITHACA
9	/ / 2023			ITHACA
10	/ / 2023			ITHACA

### STATEMENT OF WITNESS

I, \_\_\_\_\_ state that I am a duly qualified voter of the State of New York and am an enrolled voter of the **DEMOCRATIC** Party. I now reside at \_\_\_\_\_ (residence address).

Each of the individuals whose names are subscribed to this petition sheet containing \_\_\_\_\_ (fill in number) signatures, subscribed the same in my presence, on the dates above indicated, and identified himself to be the individual who signed this sheet.

I understand that this statement will be accepted for all purposes as the equivalent of an affidavit and, if it contains a material false statement, shall subject me to the same penalties as if I had been duly sworn.

\_\_\_\_\_, 2023  
(Date)

\_\_\_\_\_  
(Signature of Witness)

### WITNESS IDENTIFICATION INFORMATION:

The following information must be completed prior to filing with the board of elections in order for the petition sheet to be valid.

TOWN OR CITY

COUNTY  
TOMPKINS

Sheet No.: \_\_\_\_\_

Following is a link to a sample Designating Petition Form:

[Designating Petition Sec. 6-132, Election Law](#)

The Board of Elections will be happy to work with you, to make sure your petition meets all of the necessary specifications.



# Form of Petition

- **Committee to Fill Vacancies:**

- This is an optional item on the petition. If there is no Committee to Fill Vacancies listed on the petition and the designation becomes vacant, the vacancy cannot be filled.
- If a Committee to Fill Vacancies is used on a Designating Petition, the committee must contain a minimum of three enrolled members of the party. The committee is empowered to fill a vacancy in the nomination if the candidate declines their designation prior to or on the last date that a declination of the designation can be filed (April 7). If the candidate dies or is disqualified, the committee is empowered to act as late as the date of the Primary Election (June 24) providing the Committee acts within timelines as specified in Election Law.
- If a Committee to Fill Vacancies is used on an Independent Nominating Petition, the committee must contain a minimum of three registered voters. The committee is empowered to fill a vacancy in the nomination if the candidate declines their nomination prior to or on the last date that a declination of the nomination can be filed (May 30). If the candidate dies or is disqualified, the committee is empowered to act as late as 12 PM on October 28 providing the Committee acts within timelines as specified in Election Law.
- Members of the Committee to Fill Vacancies can reside anywhere in New York State.

# Obtaining Signatures on a Designating Petition

- The **witness** (person obtaining the signatures) to a Designating Petition must:
  - Be a qualified voter of the State of New York
  - Be enrolled in the same party as the persons qualified to sign the petition
  - Have not previously signed any petition for another candidate for the same office
  - The witness must actually see the voter sign their name on the petition.
- The **signer** of a Designating Petition petition must:
  - Be an enrolled member of the party living in the political jurisdiction of the office being sought
  - Have not signed a petition for another candidate for the same office OR in the case where there are two or more openings for the same position, the signer has not signed a petition for as many candidates as there are openings for that office
- The first day to sign a designating petition is February 25, 2025.
- The dates for filing the petition are March 31 – April 3 inclusive.

# Obtaining Signatures on an Independent Nominating Petition

- The **witness** (person obtaining the signatures) to an Independent Nominating Petition must:
  - Be a qualified voter of the State of New York
  - Has not previously signed any petition for another candidate for the same office
  - The witness must actually see the voter sign their name on the petition.
- The **signer** of an Independent Nominating Petition petition must:
  - Be a registered voter living in the political jurisdiction of the office being sought
  - Have not signed a petition for another candidate for the same office OR in the case where there are two or more openings for the same position, the signer has not signed a petition for as many candidates as there are openings for that office
- The first day to sign an Independent Nominating Petition is April 15, 2025.
- The dates for filing the petition are May 20 - 27, inclusive.

# Obtaining Signatures on a Petition

- A Designating Petition must be signed by at least 5 % of the enrolled voters of the party as of February 21 (or the minimum established by election law – whichever is less) that live in the jurisdiction of the office being sought.
- An Independent Nominating Petition must be signed by at least 5 % of the number of voters that voted for Governor (in the last gubernatorial election), (or the minimum established by election law – whichever is less) that live in the jurisdiction of the office being sought.
- The voter needs only to sign his or her name on the appropriate line of the petition. The witness can fill in the other required information.
- The witness must actually see the voter sign their name on the petition.

# 2025 Offices to be Filled (Unofficial)

## TOMPKINS COUNTY

Legislator District 1

Legislator District 2

Legislator District 3

Legislator District 4

Legislator District 5

Legislator District 6

Legislator District 7

Legislator District 8

Legislator District 9

Legislator District 10

Legislator District 11

Legislator District 12

Legislator District 13

Legislator District 14

Legislator District 15

Legislator District 16

Travis Brooks (D)

Veronica Pillar (D), Rich John (D)

Susan Currie (D)

No Incumbent

No Incumbent

Shawna Black (D)

Deborah Dawson (D)

Michael Sigler (R)

Lee Shurtleff (R)

Michael E. Lane (D)

Greg Mezey (D)

No Incumbent

Dan Klein (D)

Amanda Champion (D)

Randolph Brown (R)

Anne Koreman (D)

## CITY OF ITHACA

Aldersperson 1st Ward 4 Year Term

Aldersperson 2nd Ward 4 Year Term

Aldersperson 3rd Ward 4 Year Term

Aldersperson 4th Ward 4 Year Term

Aldersperson 5th Ward 4 Year Term

Phoebe Brown (D)

Kris Haines-Sharp (D)

Pierre St, Perez (D)

Tiffany Kumar (D)

Clyde Lederman (D)

## TOWN OF CAROLINE

Supervisor

Town Councilpersons

Town Justice

Mark C Witmer (D)

Jonathan Bates (I)

Michele Brown (D)

Gary Reinbolt (D)

# 2025 Offices to be Filled (Unofficial)

## TOWN OF DANBY

Supervisor

Town Clerk

Highway Dept

Town Councilpersons

Town Councilperson (2 year to Fill Term)

Joel P. Gagnon (D)

Mariah Dillon (D)

Keith Shipman (D)

Patricia Woodworth (D)

H. Katherine Hunter (D)

Vacant

## TOWN OF DRYDEN

Supervisor

Highway Superintendent

Town Councilpersons

Jason Leifer (D)

Richard Young Jr. (D)

Dan Lamb (D)

Leonardo Vargas-Mendez (D)

## TOWN OF ENFIELD

Supervisor

Town Clerk

Highway Superintendent

Town Councilpersons

Stephanie Redmond (D)

Mary Cornell (D)

Barry J. Rollins, Sr. (R)

Cassandra Hinkle (D)

Jude Lemke (D)

## TOWN OF GROTON

Supervisor

Town Clerk

Highway Superintendent

Town Councilpersons

Town Justice

Donald F Scheffler ( R)

Robin Cargian (R)

Ellard D. Keister (R)

Richard Gamel (R)

Crystal Young (R)

Paul J. Lang (R)

# 2025 Offices to be Filled (Unofficial)

## TOWN OF ITHACA

Supervisor

Town Councilpersons

Town Justice (s)

Rodney (Rod) Howe (D)

Rich DePaolo (D)

Margaret Johnson (D)

Rob Rosen (D)

Jim Salk (D)

## TOWN OF LANSING

Town Councilpersons

Town Justice

Joseph Wetmore(G)

Judy Drake (D)

Peter Grossmann (D)

## TOWN OF NEWFIELD

Supervisor

Town Clerk

Highway Superintendent

Town Councilpersons

Michael Allinger (D )

Karen M Miller-Kenerson (R)

Kevin Berggren (R)

Joanne D. James (D)

Christine M. Laughlin (R)

## TOWN OF ULYSSES

Supervisor

Town Clerk

Highway Superintendent

Town Councilpersons

Katelin Olsen (D)

Carissa M. Parlato (D)

Scott Stewart ( D)

Mary Bouchard (D)

Richard Goldman (D)

Signature Requirements Available After February 21



# Preparing the Petition for Filing

- Gather completed petition sheets from all those who circulated the petition.
- Have witness confirm that each signature on the petition is dated and that residence address is properly entered (no ditto marks).
- Be sure that the witness filled in all of the information on their witness statement before you accept the sheet(s) from them:
  - Name.
  - Street Address.
  - Number of Signatures on the page.
  - Signature is dated.
  - Signature of Witness.
  - City/Town and County where the witness lives.
  - Make sure they don't fill in the Sheet Number

# Preparing the Petition for Filing

- If petition has 10 or more sheets, it needs a cover sheet.
- Cover sheet must include the following information:
  - Party Name.
  - Name of and Residence Address of Candidate(s)
  - Office with Municipality and District (if applicable)
  - An identification of the number of volumes comprising the petition and which volume number the particular cover sheet is for (each volume requires a cover sheet).
  - A statement that the petition contains the number or in excess of the number of signatures required by Election Law.
  - A place for the optional designation of a contact person to be notified if the cover sheet is not in compliance with regulations.

# Preparing the Petition for Filing

## COVER SHEET

For Designating Petition

## DEMOCRATIC PARTY

NAME OF CANDIDATE	RESIDENCE ADDRESS (Include Mailing Address if Different)	PUBLIC OFFICE in the Town of Ithaca
Rod Howe Pamela Bleiwas Eric Levine Susie Gutenberger Fitzpatrick Kathleen A. Bergin	126 Judd Falls Rd., Ithaca, NY 14850 20 Orchard Hill Rd., Ithaca, NY 14850 672 Coddington Rd., Ithaca, NY 14850 301 Winthrop Dr., Ithaca, NY 14850 328 Winthrop Dr., Ithaca, NY 14850	Supervisor Councilperson Councilperson Councilperson Town Justice

Volume Number: \_\_\_\_\_

Total Number of  
Volumes in Petition: \_\_\_\_\_

The petition contains the number, or in excess of the number, of valid signatures, required by the Election Law.

<b>Contact Person to Correct Deficiencies:</b>	
Name (Please Print):	_____
Residence Address (with City, State and Zip):	_____ _____
Mailing Address (if different):	_____ _____
Phone: ( ) -	Email address: _____ Fax: ( ) - <small>(include if notice by fax desired)</small>
I hereby authorize that any notice of any determination made by the Board of Elections be transmitted to the person named above. If an email address is provided, all notices or determinations shall be sent by email only. I understand that by not providing an email notice, notifications will be sent by mail which will delay notification.	
_____ (Candidate or Agent)	

Following is a link to a sample Cover Sheet:

[Sample Cover Sheet - Designating and Independent Combined](#)

# Preparing the Petition for Filing

- Once you have all of the sheets of the petition and have made sure that they are ready to file, place the cover sheet on top of the petition sheets and properly bind them (in most cases, a single staple in the upper corner will suffice).
- Once the petitions are properly bound, number each sheet of the petition in numerical order (starting with the number 1) in the lower right hand corner of each sheet.
- If the petition is less than 10 pages, it does not need a cover sheet. It does need to be properly bound and each of the sheets of the petition must be numbered.

# Filing the Petition

- Designating Petitions must be filed at the Board of Elections between March 31 and April 3, inclusive between the hours of 9AM and 5 PM. You cannot file them at an earlier date.
- Independent Nominating Petitions must be filed at the Board of Elections between May 20 and May 27, inclusive between the hours of 9AM and 5 PM. You cannot file them at an earlier date. Note that our office will be closed on May 24 -26.
- Petitions need to be filed as a whole. When filing sheets of a petition in piecemeal fashion, each filing stands on its own and the petition sheets cannot be added to previously filed petitions.

# Acceptances and Authorizations

- When the candidate is not an enrolled member of the party for which a Designating Petition has been filed the following two Certificates must be filed with the Board of Elections no later than April 7. Failure to file each of the certificates will invalidate the petition.
- **Certificate of Acceptance**: Must be filled out by the candidate and be notarized. Essentially states that the candidate accepts the nomination of the party in question.

[Sample Certificate Of Acceptance By Candidates Form](#)

- **Certificate of Authorization**: Must be filled out by an officer of the party and be notarized. Establishes that the party is authorizing you to run on their line.

[Certificate of Authorization Sample](#)

# Acceptances (Independent Nominating Petitions)

- Any candidate that has an Independent Nominating Petition filed on their behalf must file a Certificate of Acceptance by May 30.
- **Certificate of Acceptance**: Must be filled out by the candidate and be notarized. Essentially states that the candidate accepts the nomination of the independent body in question. Following is a link to the form:

[Sample Certificate Of Acceptance By Candidates Form](#)

# Campaign Finance

- All candidates (and /or their authorized committees) have Campaign filing obligations with the New York State Board of Elections.
- Candidates must file **one** of the following forms:
  - Form CF-04 where candidate will make all Campaign Financial Disclosures and does not have an authorized committee disclosing anything.
  - Form CF-05 where candidate is claiming an exemption from filing Campaign Financial Disclosure Reports.
  - Form CF-16 to authorize a Committee to make all Campaign Financial Disclosures.

**Each of the above forms needs to be notarized**



# Form CF-04: Candidate Will Make All Campaign Financial Disclosures

- Uncommon.
- Candidate uses this form to register with the NYSBOE and to obtain a Filer ID# and PIN.
- The candidate does not have an authorized committee.
- Candidate is therefore required to disclose all of the financial activity of the campaign, including any use of their own money. Following is a link to the form:

[CF-04 Candidate Registration](#)

# Form CF-05: Claim of Exemption from Filing

- Candidate files Form CF-05 with the New York State Board of Elections to claim an exemption from filing for one of the two following reasons:
  - Candidate has not/will not receive or spend more than \$50 for the campaign including their own personal funds.
  - Candidate for public office in a City, Town or Village having a population less than 10,000 where the candidate and/or their authorized committee does not raise or spend in excess of \$1,000 in the aggregate on the campaign. This includes the personal funds of the candidate. Following is a link to the form:

[Candidate or Committee Claim of Exemption From Filing Campaign Financial Disclosure Reports](#)

# Form CF-16: Candidate Authorization for a Committee to Make All Campaign Financial Disclosures

- Candidate has an authorized committee that will make all of the candidate's required campaign financial disclosure filings.
- These filings will include all of the financial activities of the campaign, including the financial activity of the candidate. Following is a link to the form.

[CF-16 Candidate Authorization for Committee](#)

# Authorized Single Candidate Committee

- Identify a Treasurer.
- Identify a Bank or Credit Union as a Depository for Campaign Funds.
- Treasurer files Form CF-02 Type 1 with the New York State Board of Elections and obtains a Filer ID# and PIN: [Authorized Single Candidate Committee Campaign Finance Registration Form](#)
  - This form must be filed within five days of choosing a treasurer and depository and prior to receiving or expending any funds.
- Treasurer must file periodic Campaign Financial Disclosure Reports as stated in the Political Calendar.
- If Committee spends less than \$1000 in aggregate during an election cycle, it can file an “In Lieu Of” statement in order to avoid itemizing their revenue and expenditures.

# Authorized Multi-Candidate Committee

- Identify a Treasurer.
- Identify a Bank or Credit Union as a Depository for Campaign Funds.
- Treasurer files Form CF-02 Type 9 with the New York State Board of Elections and obtains a Filer ID# and PIN: [Authorized Multi-Candidate Committee Campaign Finance Registration Form](#)
  - This form must be filed within five days of choosing a treasurer and depository and prior to receiving or expending any funds.
- Treasurer must file periodic Campaign Financial Disclosure Reports as stated in the Political Calendar.
- If Committee spends less than \$1000 in aggregate during an election cycle, it **cannot** file an “In Lieu Of” statement in order to avoid itemizing their revenue and expenditures.

# Constituted/Party Committee

- Identify a Treasurer.
- Identify a Bank or Credit Union as a Depository for Campaign Funds.
- Treasurer files Form CF-02 Type 3-7 with the New York State Board of Elections and obtains a Filer ID# and PIN. Following is a link to the form:
  - [CF-02 Form for Type 3-7, 3H-7H Committees](#)
- This form must be filed within five days of choosing a treasurer and depository and prior to receiving or expending any funds.
- Treasurer must file periodic Campaign Financial Disclosure Reports as stated in the Political Calendar.

# Opening a Bank Account

- Banks and Credit Unions will likely require one or both of the following in order to open a campaign account:
  - Proof of committee's registration with appropriate election bureau.
    - Once you identify a bank/credit union and a treasurer, file the appropriate CF-02 with the New York State Board of Elections (you do not actually have to open the bank account before you file this form). This form does not have to be notarized.
    - Once you receive your filer ID# and PIN from the New York State Board of Elections, present it to the bank/credit union and you will likely be able to open an account.
  - EIN (Employee Identification Number)
    - Go to the IRS web site and apply for an EIN.
    - The following ten slides will guide you through the process.

# Campaign Finance Questions?

Contact:

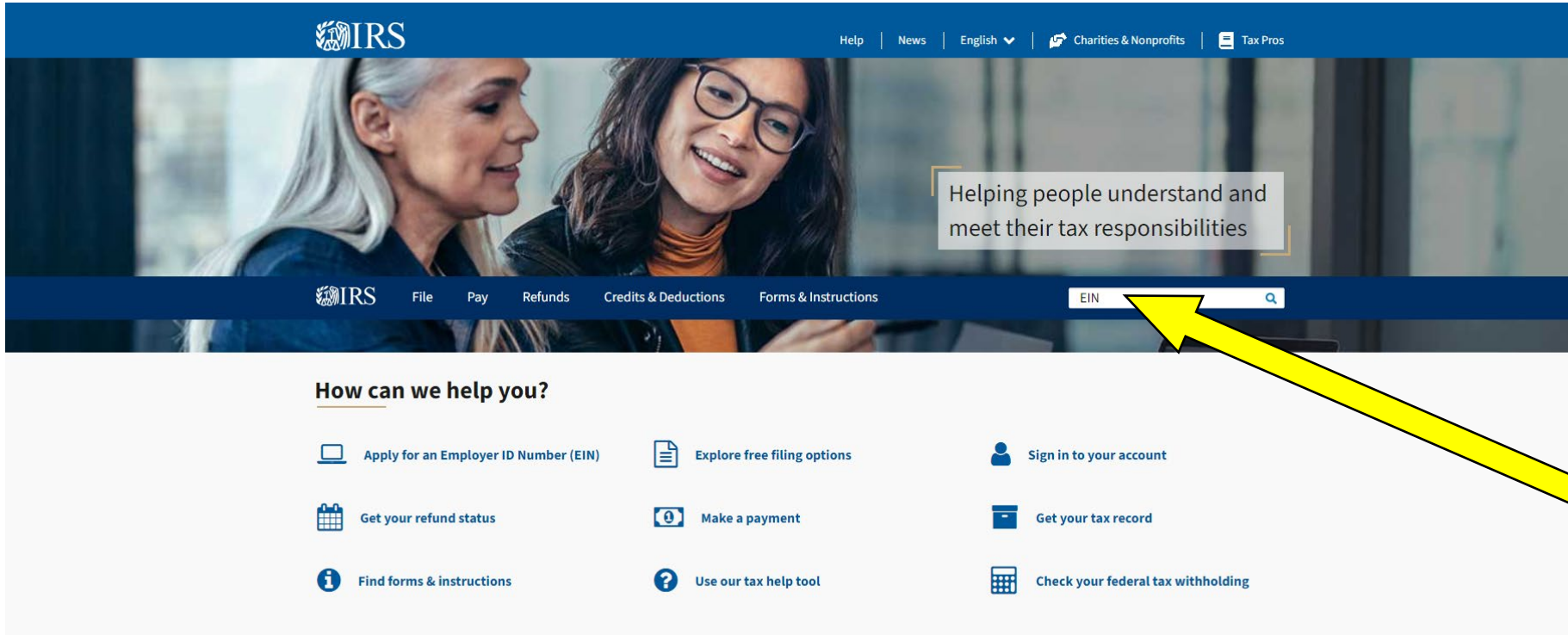
New York State Board of Elections

Campaign Finance Help Desk

(800) 458-3453 Option #2



# Applying for an EIN, Step #1



The screenshot shows the top navigation bar of the IRS website. The IRS logo is on the left. The navigation menu includes: Help, News, English (with a dropdown arrow), Charities & Nonprofits, and Tax Pros. Below the navigation bar is a banner image of two women talking, with the text "Helping people understand and meet their tax responsibilities". Below the banner is a secondary navigation bar with: IRS, File, Pay, Refunds, Credits & Deductions, Forms & Instructions, and a search bar containing "EIN". A large yellow arrow points from the search bar to the right. Below the navigation bar is a section titled "How can we help you?" with a grid of nine service tiles:

- Apply for an Employer ID Number (EIN)
- Explore free filing options
- Sign in to your account
- Get your refund status
- Make a payment
- Get your tax record
- Find forms & instructions
- Use our tax help tool
- Check your federal tax withholding

Go to [www.irs.gov](https://www.irs.gov)  
Enter "EIN" in the  
Search Box and hit  
Enter

# Applying for an EIN, Step #2

An official website of the United States Government

IRS

Help | News | English | Charities & Nonprofits | Tax Pros

File | Pay | Refunds | Credits & Deductions | Forms & Instructions

Search

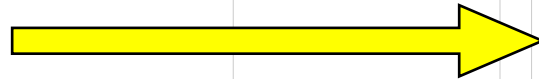
Home / Site Index Search

### Search Results

EIN

Sort By: Relevance

Select  
this  
link:



**Filter by...**

- General Information (321)
- News (34)
- Forms and Instructions (13)
- Software Development (12)
- Tax Administration (Non-Authoritative) (8)

**Recommended by IRS**

**[Employer identification number](#)**  
Information about Employer Identification Numbers (EIN), also known as a Federal Tax Identification Number. An EIN is used to identify a business entity.

**[Apply for an Employer Identification Number \(EIN\) Online](#)** **[Do You Need a New EIN?](#)**  
Information about how to apply online for an Employer Identification Number. Generally, businesses need a new EIN when their ownership or structure has changed.

**Found 408 Matching Items; Displaying 1 - 10.**

**[Get an employer identification number](#)**

# Applying for an EIN, Step #3

An official website of the United States Government

IRS Help News English Charities & Nonprofits Tax Pros

Home / File / Businesses and self-employed / Employer ID numbers / Get an employer identification number

## Get an employer identification number

English Español 中文(简体) 中文(繁體) 한국어 Русский Tiếng Việt Kreyòl ayisyen

**Individuals**

- Businesses and self-employed
  - Business tax account
  - Employer ID numbers**
  - Business taxes
  - Large business
  - Small business and self-employed
  - Corporations

Use this tool to get an EIN directly from the IRS in minutes for free. Answer questions, and submit the application. If it's approved, we'll issue your EIN immediately online.

Beware of websites that charge for an EIN. You never have to pay a fee for an EIN.

### How it works

- Complete the application in one session. You can't save it for later.
- It expires after 15 minutes of inactivity, and you'll need to start over.
- Print your EIN confirmation letter for your records.

### Who can use this tool

Use this if:

- Your principal place of business is in the U.S. or U.S. territories.
- You're the responsible party in control of the entity or its authorized

**Related**

- [Employer identification number](#)
- [Privacy Act Statement and Paperwork Reduction Act Notice](#)
- [Businesses with employees](#)
- [EIN video](#)

**Charities and nonprofits**

**International taxpayers**

**Governmental liaisons**

**Federal, state and local governments**

**Indian tribal governments**

**Tax exempt bonds**

**Taxpayer identification numbers (TIN)**

number (ITIN).

You **can't** use this:

- If your principal place of business is outside the U.S. [Apply by phone, fax](#) or mail.
- To apply with an EIN. Only government entities may apply with an EIN.

### What you need

- Your [business entity type](#).
- The Social Security number or taxpayer ID number of the responsible party in control of your business or organization.
- If you're a [third-party designee](#), you must have signed authorization to apply.

### Get an EIN

Get your EIN straight from the IRS in minutes.

[Apply for an EIN](#)

**Select this link**

# Applying for an EIN, Step #4

If this screen comes up, select “Close”

The screenshot shows a web browser window with the URL [sa.www4.irs.gov](http://sa.www4.irs.gov). The page title is "EIN Individual Request - Online Application". The main content area is titled "EIN Assistant" and includes sections for "Important Information Before You Begin", "About the EIN Assistant", and "Restrictions". A yellow arrow points to a "Close" button on a white security warning box that reads: "THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY! Use of this system constitutes consent to monitoring, interception, recording, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records under 18 U.S.C. 1030 and 26 U.S.C. 7213A and 26 U.S.C. 7213B." The "Close" button is located at the bottom right of this warning box.

# Applying for an EIN, Step #5

The screenshot shows the IRS EIN Assistant application page. The browser address bar displays 'sa.www4.irs.gov'. The page header includes the IRS logo and the text 'EIN Individual Request - Online Application'. The main content area is titled 'EIN Assistant' and contains several sections: 'Important Information Before You Begin', 'About the EIN Assistant', and 'Restrictions'. A yellow arrow points to the 'Begin Application >>' button at the bottom of the main content area. A text box on the right side of the page provides instructions on how to use the assistant.

Handbook Forms And Publications | New York State Board of Elections

EIN Individual Request - Online Application

Help | [Apply for New EIN](#) | [Exit](#)

**EIN Assistant**

**Important Information Before You Begin**  
Use this assistant to apply for and obtain an Employer Identification Number (EIN).  
[Do I need an EIN?](#)  
[Do I need a new EIN?](#)

For help or additional information on any topic, click the underlined key words, or view Help Topics on the right side of the screen. Make sure that pop-ups are allowed from this site.

**About the EIN Assistant**

- You must complete this application in one session, as you will **not** be able to save and return at a later time.
- For security purposes, your session will expire after 15 minutes of [inactivity](#), and you will need to start over.
- You will receive your EIN immediately upon verification. [When will I be able to use my EIN?](#)
- If you wish to receive your confirmation letter online, we strongly recommended that you install [Adobe Reader](#) before beginning the application if it is not already installed.

**Restrictions**

- Effective May 21, 2012, to ensure fair and equitable treatment for all taxpayers, the Internal Revenue Service will limit Employer Identification Number (EIN) issuance to one per [responsible party](#) per day. This limitation is applicable to all requests for EINs whether online or by phone, fax or mail. We apologize for any inconvenience this may cause.
- If a [third party designee](#) (TPD) is completing the online application on behalf of the taxpayer, the taxpayer must [authorize the third party](#) to apply for and receive the EIN on his or her behalf.
- The business location must be within the United States or [U.S. territories](#).
- Foreign filers without an Individual Taxpayer Identification Number (ITIN) cannot use this assistant to obtain an EIN.
- If you were incorporated outside of the United States or the U.S. territories, you cannot apply for an EIN online. Please call us at 267-941-1099 (this is not a toll free number).

[Begin Application >>](#)

If you are not comfortable sending information via the Internet, download the [Form SS-4](#) PDF file and the instructions for alternative ways of applying.

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**Select "Begin Application"**

# Applying for an EIN, Step #6

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EIN Individual Request - Online Application

Help | Apply for New EIN | Exit

## EIN Assistant

Your Progress: 1. Identify 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

### What type of legal structure is applying for an EIN?

Before applying for an EIN you should have already determined what type of legal structure, business, or type of organization is being established.

Choose the type you are applying for. If you don't see your type, select "View Additional Types."

- [Sole Proprietor](#)  
Includes individuals who are in business for themselves and household employers.
- [Partnerships](#)  
Includes partnerships and joint ventures.
- [Corporations](#)  
Includes S corporations, personal service corporations, real estate investment trusts (REIT), regulated investment conduits (RIC), and settlement funds.
- [Limited Liability Company \(LLC\)](#)  
A limited liability company (LLC) is a structure allowed by state statute and is formed by filing articles of organization with the state.
- [Estate](#)  
An estate is a legal entity created as a result of a person's death.
- [Trusts](#)  
All types of trusts including conservatorships, custodianships, guardianships, irrevocable trusts, revocable trusts, and receiverships.
- [View Additional Types, Including Tax-Exempt and Governmental Organizations](#)  
If none of the above fit what you are establishing, there are several others to choose from.

<< Back

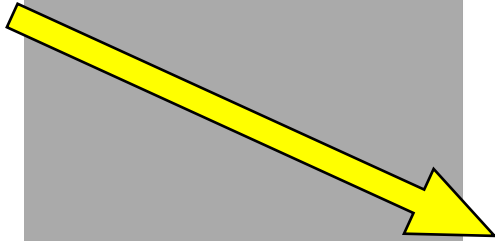
Continue >>

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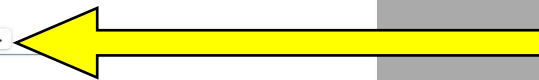
Help Topics

[What if I do not know what type of legal structure or organization to choose?](#)

Select "View Additional Types..."



Then Select "Continue"



# Applying for an EIN, Step #7

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**EIN Assistant**

Your Progress: 1. Identify 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

**Organizational Types**

Choose the type of organization you are applying for. You can click the underlined terms for a description.

- Bankruptcy Estate (Individual)
- Block/Tenant Association
- Church
- Church-Controlled Organization
- Community or Volunteer Group
- Employer/Fiscal Agent (under IRC Sec 3504)
- Employer Plan (401K, Money Purchase Plan, etc.)
- Farmers' Cooperative
- Government, Federal/Military
- Government, Indian Tribal Governments
- Government, State/Local
- Homeowners/Condo Association
- Household Employer
- IRA
- Memorial or Scholarship Fund
- Plan Administrator
- Political Organization
- PTA/PTO or School Organization
- REMIC
- Social or Savings Club
- Sports Teams (community)
- Withholding Agent
- Other Non-Profit/Tax-Exempt Organizations

Help Topics

What if I still do not know what type of structure or organization to choose?

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Select  
“Political  
Organization”

Then,  
Select  
“Continue”

# Applying for an EIN, Step #8

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### EIN Assistant

Your Progress: 1. Identify 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

**Please confirm your selection.**

Confirm your selection of **Political Organization** as the type of structure applying for an EIN.

**What it is...**

- A political organization is a party, committee, association, or fund (including a separate segregated fund described in section 527(f)(3) set up by a section 501(c) organization, or other organization).
- A political organization is organized and operated primarily for the purpose of:
  - Accepting contributions, making contributions, or both
  - Influencing the selection, nomination, election, or appointment of any individual to any public office or office in a political organization.

If you need to change your type of structure, we recommend that you do so **now**, otherwise you will have to start over and re-enter your information. Additional help may be found by reviewing [all types of organizations and structures](#) before making your selection.

<< Change Type Continue >>

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Select "Continue"



# Applying for an EIN, Step #9

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EIN Assistant

Your Progress: 1. Identify 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

**Why is the Political Organization requesting an EIN?**

Choose **one** reason that best describes why you are applying for an EIN.

- Started a new business**  
Select this option if you are beginning a new business.
- Hired employee(s)**  
Select this option if you already have a business and need to hire employees.
- Banking purposes**  
Select this option if the reason for applying for the EIN is strictly to satisfy banking requirements or local law.
- Changed type of organization**  
Select this option if you are changing the type of organization you currently operate, such as changing from a sole proprietor to a partnership, changing from a partnership to a corporation, etc.
- Purchased active business**  
Select this option if you are purchasing a business that is already in operation.

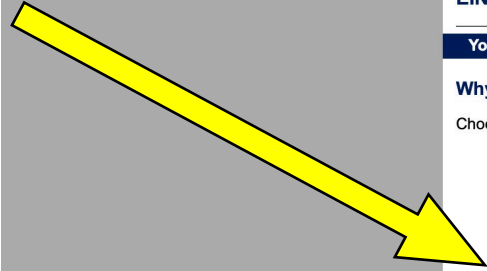
Continue >>

**Help Topics**

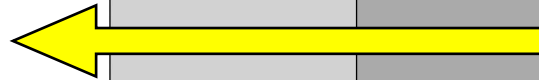
- [I do not see my reason for applying here. What should I choose?](#)
- [What if more than one reason applies to me?](#)

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Select  
“Banking  
Purposes”



Then Select  
“Continue”



# Applying for an EIN, Step #10

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**EIN Assistant**

Your Progress: 1. Identify ✓ 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

Please tell us about the Responsible Party.

\* Required fields  
Must match IRS records or this application cannot be processed.  
The only punctuation and special characters allowed are hyphen (-) and ampersand (&).

First name \*

Middle name/initial

Last name \*

Suffix (Jr, Sr, etc.)

SSN/ITIN \*  -  -

Choose One: \*

I am a responsible and duly authorized [officer](#) or a [board member](#) having knowledge of this organization's affairs.

I am a third party applying for an EIN on behalf of this political organization.

Before continuing, please review the information above for typographical errors.

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Complete Application, select “Continue” and you will receive an EIN Number

# Important Dates in 2025

March 18	Village Election in Cayuga Heights, Dryden and Groton (Polls Open 12 PM to 9 PM)
April 22	Village Election in the Village of Lansing (Polls Open 12 PM to 9 PM)
June 14 - 22	Early Voting for Primary Election
June 24	Primary Election (Polls Opens 6 AM to 9 PM)
Oct 25 - Nov. 2	Early Voting for General Election
November 4	General Election (Polls Opens 6 AM to 9 PM)
February 25	First day to circulate Designating Petitions for June 24 Primary Election
February 25	First Day to hold a Party Caucus for making nominations for town offices for November 4 General Election (if applicable)
Mar 31 - Apr 3	Dates for filing Designating Petitions
April 15	First day to circulate Independent Nominating Petitions for November 4 General Election
May 20 - 27	Dates for filing Independent Nominating Petitions
July 24	Last Day for filing Nominations made at a town caucus for November 4 General Election

# Contact Information

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