

# Running for Office in Tompkins County in 2026

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 3.
    - 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 23 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 3.
    - 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 2.

# 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 14 - 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 that live in New York State. 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 10). If the candidate dies or is disqualified, the committee is empowered to act as late as the date of the Primary Election (June 23) 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 that live in the political jurisdiction of the office being sought. 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 29). If the candidate dies or is disqualified, the committee is empowered to act as late as 12 PM on October 27 providing the Committee acts within timelines as specified in Election Law.

# 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 24, 2026. Last day to sign is April 2, 2026.
- The dates for filing the petition are March 30 – April 6 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 14, 2026.
- The dates for filing the petition are May 19 - 26, 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.

# 2026 Offices to be Filled (Unofficial)

## TOWN OF CAROLINE

Supervisor – 2 Year Term

## TOWN OF DANBY

Supervisor – 2 Year Term

Town Clerk – 2 Year Term

Highway Superintendent – 2 Year Term

## TOWN OF DRYDEN

Supervisor – 2 Year Term

Town Justice – 4 Year Term

## TOWN OF GROTON

Town Justice – 4 Year Term

## TOWN OF ITHACA

Town Councilperson – 2 Year Term (to Fill Vacancy)

## TOWN OF ULYSSES

Town Councilperson – 2 Year Term (to Fill Vacancy)

# Signature Requirements

## 2026 SIGNATURE REQUIREMENTS FOR DESIGNATING PETITIONS (Sec 6 -136)

CITY/TOWN	DEM	REP	CON	WF
ITHACA WARD 1	122	15	1	3
ITHACA WARD 2	130	8	1	3
ITHACA WARD 3	91	7	1	1
ITHACA WARD 4	43	4	1	1
ITHACA WARD 5	66	7	1	1
CITY OF ITHACA	451	38	2	8
CAROLINE	66	25	1	1
DANBY	78	22	1	1
DRYDEN	*	*	5	4
ENFIELD	50	32	2	1
GROTON	*	73	4	2
TOWN OF ITHACA	339	*	2	4
LANSING	190	85	4	2
NEWFIELD	*	53	2	2
ULYSSES	106	33	2	2
COUNTYWIDE	1000	514	22	23
LEGISLATIVE DISTRICT 1	128	16	1	3
LEGISLATIVE DISTRICT 2	133	8	1	3
LEGISLATIVE DISTRICT 3	91	7	1	1
LEGISLATIVE DISTRICT 4	43	4	1	1
LEGISLATIVE DISTRICT 5	72	8	1	1
LEGISLATIVE DISTRICT 6	109	14	1	2
LEGISLATIVE DISTRICT 7	118	23	2	1
LEGISLATIVE DISTRICT 8	102	65	3	1
LEGISLATIVE DISTRICT 9	59	82	4	2
LEGISLATIVE DISTRICT 10	85	63	3	2
LEGISLATIVE DISTRICT 11	126	37	3	3
LEGISLATIVE DISTRICT 12	101	13	1	1
LEGISLATIVE DISTRICT 13	143	47	2	2
LEGISLATIVE DISTRICT 14	85	17	1	2
LEGISLATIVE DISTRICT 15	81	68	3	2
LEGISLATIVE DISTRICT 16	135	49	3	2

## Independent Nominating Signature Requirements 2025-2026

Municipality	Signature Requirement	Municipality	Signature Requirement
Ward 1	108	County Wide	1500
Ward 2	112	LD 1	116
Ward 3	72	LD 2	114
Ward 4	14	LD 3	72
Ward 5	21	LD 4	14
City of Ithaca	325	LD 5	28
		LD 6	114
Caroline	85	LD 7	125
Danby	88	LD 8	149
Dryden	293	LD 9	121
Enfield	67	LD 10	136
Groton	104	LD 11	146
Town of Ithaca	326	LD 12	100
Lansing	244	LD 13	176
Newfield	95	LD 14	81
Ulysses	133	LD 15	127
		LD 16	170

\*Candidates are Nominated at a Town Caucus of Enrolled Members of the Party

# 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 30 and April 6, inclusive between the hours of 9 AM and 5 PM. You cannot file them at an earlier date.
- Independent Nominating Petitions must be filed at the Board of Elections between May 18 and May 26, inclusive between the hours of 9 AM and 5 PM. You cannot file them at an earlier date. Note that our office will be closed on May 23 -25.
- 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 10. 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 29.
- **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 (This form does not need to be notarized and can be emailed to the NYSBOE)
  - Form CF-16 to authorize a Committee to make all Campaign Financial Disclosures.

**The CF-04 and CF-16 forms need 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



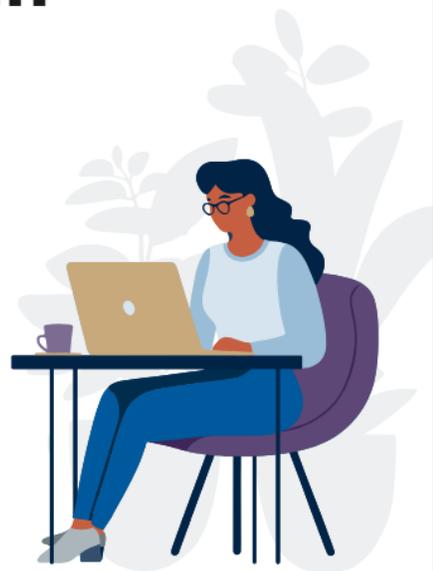
**i** IRS Free File is open for tax season. Explore your free filing options. [E-file your taxes for free.](#)

## Do more with an IRS account

Access your tax information with an Individual, Business or Tax Pro Account

- ✔ Refund status
- ✔ Tax records
- ✔ Payments
- ✔ Notifications

[Create account](#)



**Where's my refund?**  
Check two ways

**IRS account**  
Check your refund and opt in for refund status email notifications.

[Sign in](#)

**Refund tracker**  
Enter your SSN, filing status and refund amount on your return. No sign in.

[Use refund tracker](#)

[Refund help](#)

Go to [www.irs.gov](http://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

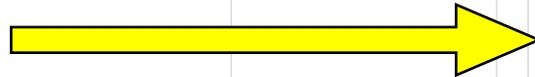
Home / Site Index Search

### 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

**File** Pay Refunds Credits & Deductions Forms & Instructions Search

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



Help [↗](#)

English [▼](#)

Exit

[Home](#) / [File](#) / [Get an employer identification number](#) / Apply for an Employer Identification Number (EIN) online

## Apply for an Employer Identification Number (EIN)

Use this assistance to apply for and obtain an Employee Identification Number (EIN)

### Important Information Before You Begin

Use this assistance to apply for and obtain an Employee Identification Number (EIN).

- [Do I need an EIN?](#) [↗](#)
- [Do I need a new EIN?](#) [↗](#)

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.

### 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 request 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 Now



**Select  
"Begin  
Application  
Now"**

# Applying for an EIN, Step #5

Home / File / [Get an employer identification number](#) / Apply for an Employer Identification Number (EIN) online

## Apply for an Employer Identification Number (EIN)

Use this assistance to apply for and obtain an Employee Identification Number (EIN)



### Legal Structure

All fields marked with an asterisk (\*) are required.

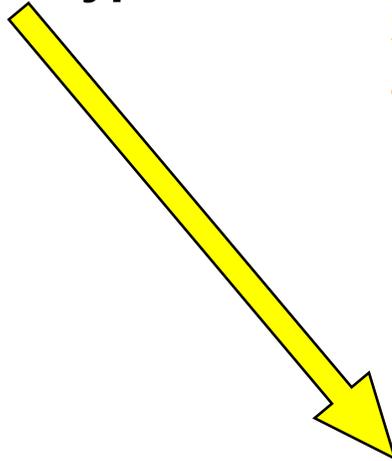
#### What type of legal structure is applying for an EIN?

If you still don't see your organization type, click on "View Additional Types including Non-Profit/Tax-Exempt Organizations" to view more types. Additional help may be found by reviewing [all types of organizations and structures](#).

Choose type of legal structure \* [?](#)

- 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.

Select "View Additional Types..."



Then, Scroll Down Page



# Applying for an EIN, Step #6

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.

## Additional Types

In order to obtain an EIN from the IRS, you must know what type of structure or organization you are setting up. If you need additional assistance, consult an accountant or other tax professional before applying for your EIN, or call the IRS at 1-800-829-4933.

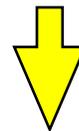
Choose the type of legal structure \*

- Bankruptcy Estate (Individual)
- Block/Condo Association
- Church
- Church-Controlled Organization
- Community or Volunteer Group
- Employer/Fiscal Agent (under IRC Sec 3504)
- Employer Plan (401K, Money Purchase Plan, etc.)
- Farmer's 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

Select  
"Political  
Organization"



Then,  
Scroll  
Down Page



# Applying for an EIN, Step #7

## **i** 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.

## Why is the Political Organization requesting an EIN?

If your main reason for applying is not on the list, please select the option you feel is closest to your main reason. If more than one reason applies to you, choose the best or main reason.

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

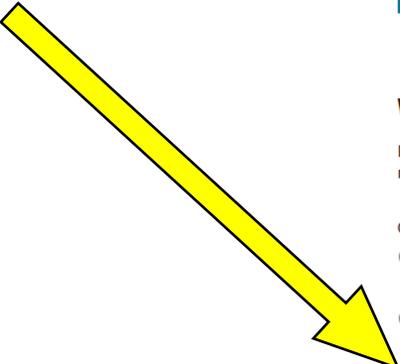
- Started a new business  
If you are beginning a new business.
- Hired employee(s)  
If you already have a business and need to hire employees.
- Banking purposes  
If the reason for applying for the EIN is strictly to satisfy banking requirements or local law.
- Changed type of organization  
If you 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  
If you are purchasing a business that is already in operation.

Back

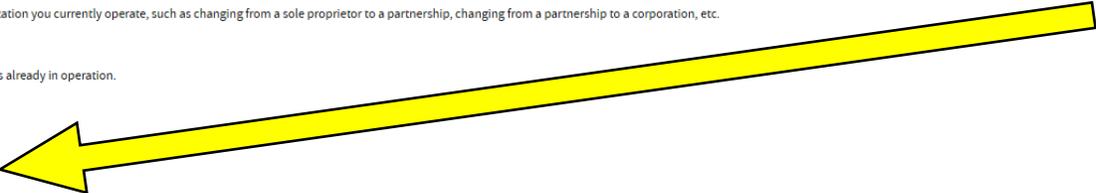
Continue

[Cancel](#)

Select  
“Banking  
Purposes”



Then Select  
“Continue”



# Applying for an EIN, Step #8

**IRS** [Help](#)

[Home](#) / [File](#) / [Get an employer identification number](#) / [Apply for an Employer Identification Number \(EIN\) online](#)

## Apply for an Employer Identification Number (EIN)

Use this assistance to apply for and obtain an Employer Identification Number (EIN)

1  Legal Structure 2  Identity 3  Addresses 4  Additional Details 5  Review & Submit 6  EIN Assignment

### Identity

All fields marked with an asterisk (\*) are required.

**Please tell us about the Responsible Party**  
Must match IRS records or this application cannot be processed.

SSN/ITIN\* [?](#)  
Example: 123-45-6789 [Show SSN/ITIN](#)

First name\*  
The only special characters allowed are '-' and 'd'

Middle name/initial  
The only special characters allowed are '-' and 'd'

Last name\*  
The only special characters allowed are '-' and 'd'

Suffix  
-jr, -Sr, etc.

### Your role

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.

[Back](#) [Continue](#) [Cancel](#)

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

# Important Dates in 2026

March 18	Village Election in Cayuga Heights, Dryden and Groton (Polls Open 12 PM to 9 PM)
April 28	Village Election in the Village of Lansing (Polls Open 12 PM to 9 PM)
June 13 - 21	Early Voting for Primary Election
June 23	Primary Election (Polls Opens 6 AM to 9 PM)
Oct 24 - Nov. 1	Early Voting for General Election
November 3	General Election (Polls Opens 6 AM to 9 PM)
February 24	First day to circulate Designating Petitions for June 24 Primary Election
February 24	First Day to hold a Party Caucus for making nominations for town offices for November 4 General Election (if applicable)
Mar 30 - Apr 6	Dates for filing Designating Petitions
April 14	First day to circulate Independent Nominating Petitions for November 4 General Election
May 19 - 26	Dates for filing Independent Nominating Petitions
July 23	Last Day for filing Nominations made at a town caucus for November 4 General Election

# Contact Information

Steve DeWitt  
Democratic Commissioner  
[sdewitt@tompkins-co.org](mailto:sdewitt@tompkins-co.org)  
(607) 274-5522 (office)  
(607) 227-6017 (cell)

Alanna Congdon  
Republican Commissioner  
[acongdon@tompkins-co.org](mailto:acongdon@tompkins-co.org)  
(607) 274-5521 (office)  
(607) 339-5850 (cell)