

Set Up Your School's Federal Tax ID and Aging Periods

A Federal Tax Identification number is also known as an Employer Identification Number (EIN), and is used to identify a business entity. If you don't have a Federal Tax ID, you can now [apply for one online](#).

▼ To enter your Federal Tax ID in HeadMaster

1. On the Home screen, click **Options**.
2. Click **Billing**.
3. Enter the Federal Tax ID number.
4. In Aging Periods (Days), enter three age categories. Aging Periods are used to determine if customer payments are keeping close to schedule.
5. Click **Close**.

Tip

Print the Aging Journal report to locate late payments. The Aging Journal displays how many days the account is past due.