

Instructions for Completing Form SS-4 Application for Employer Identification Number (EIN)

- 1.) Section 1 – Name of the 4-H club
- 2.) Section 2 - Leave blank.
- 3.) Section 3 – Leave blank.
- 4.) Section 4a & 4b – Club mailing address (often the leader’s address)
- 5.) Section 5a & 5b – Leave blank.
- 6.) Section 6 – County and state location of club
- 7.) Section 7a & 7b – Enter first name, middle initial, and social security number (SSN) of 4-H leader.
- 8.) Section 8a – Always check the box marked other nonprofit organization, and on the blank line provided, write educational organization. On the line following the words “(enter GEN if applicable)” write the number 2704. This is the national Group Exemption Number which all 4-H organizations use on this line.

Section 8b – Leave blank.

- 9.) Section 9 – Reason for applying; check the box “Banking Purpose (specify). Following the word “specify,” write the words “*Checking/savings*.”
- 10.) Section 10 – If your 4-H club is new, enter the date the club was started. If your 4-H club is not new, but you have recently taken over leadership, enter the date you acquired leadership of the club.
- 11.) Section 11 - Enter the last month of your club’s accounting year. If your club treasury operates on a calendar year basis, the last month of your accounting year will be December. If your club treasury operates on another 12 month basis, (such as October 1 – September 30, for example) the last month of your accounting year would be September.
- 12.) Section 12 – Mark an “N/A” in this section.
- 13.) Section 13 – Put a “0” in Nonagricultural, Agricultural and Household
- 14.) Section 14 – Check Other and Write “*4-H/Youth Club*”
- 15.) Section 15 – Write “*Education*”
- 16.) Section 16a – Check “no.”
- 17.) Sections 16b & 16c – Leave blank.

Third Party Designee – List your local County 4-H Educator name and their local Extension office address, phone and fax. This information can be found online at <http://www.uvm.edu/~uvmext/directory/> or by calling their office and asking.

Name and title – Leader’s name and title, *4-H Club Leader*

Signature and date – Leader’s signature and date form completed

You may apply for an EIN number either by mail or by telephone. You can get an EIN number immediately by calling the tele-TIN phone number for the service center for your state, or you can send the completed Form SS-4 directly to the service center to receive your EIN in the mail.

Submit Application by mail – Complete the Form SS-4, sign and date the application and mail it to the service center address for Vermont (also for all the other New England states and New York state counties bordering Vermont.) This address is: *IRS, Attn: Entity Control, Andover, MA 05501*. You will receive the EIN number in 4-5 weeks.

Submit Application by tele-TIN (phone) – Under the Tele-TIN program, you can receive your EIN over the telephone and use it immediately. To receive an EIN by phone, complete Form SS-4, then call the Tele-TIN number for Vermont (also for all the other New England states and New York state counties bordering Vermont.) That phone number is 800-829-4933. The person making the call must be authorized to sign the Form SS-4. An IRS representative will use the information from the Form SS-4 to establish your account and assign an EIN. Write the EIN number you are given on the upper right-hand corner of the form. Then mail or FAX the signed SS-4 **within 24 hours** to the Tele-TIN Unit at the service center address for your state. The IRS representative will give you the FAX number.