

4-H Club Management



Developed by
North Dakota
Center for 4-H
Youth
Development,
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Instructions for filling out the SS-4 form

- Questions 1, 3-5: Fill in your name and address and the 4-H club name.
- Question 2 is usually left blank
- Question 7 is usually left blank
- Question 8a: answer no
- Question 9a: Type of Entity: Select "other (specify)" and write in "4-H Clubs and Affiliated 4-H Organizations" and for "Group Exemption Number (GEN) if any" write in: "2704"
- Question 9b: You can skip this question.
- Question 10: Reason for applying: Select "Other (specify)" and write in "Starting 4-H Club or Starting 4-H Organization"
- Questions 11-12: These are left blank
- Question 13: These entries are typically "0"
- Question 14: This is typically "yes"
- Question 15: This is usually left blank
- Question 16: Check "Other (Specify)" and write in "Education"
- Question 17: Write in "Youth Development and Education"
- Question 18: Only mark "yes" if you have filed for another EIN in the past. Otherwise mark "no" and then the form is complete once it is signed and dated.
- Once the form has been completed you can apply by telephone, fax, mail, or on-line. Refer to www.irs.gov/businesses/small/article/0,,id=97860,00.html.

How to File the SS-4

Mail

Send completed SS-4 form to:

Attn: EIN Operation

Philadelphia, PA 19255

(This may take 4-6 weeks to get a number)

Phone

Call from 7:00 AM -10:00 PM local time only: (800) 829-4933

(You can usually get a number the same day you call)

Fax

Fax completed and signed form to: (859) 669-5760

(This may take 2-4 weeks to get a number mailed to you)

On-line

www.irs.gov/businesses/small/article/0,,id=102767,00.html

(You can usually get a number the same day)

Important note: If you apply for your EIN over the phone or on-line you may need to give your Social Security number for identification purposes only and you may be asked to fax your completed form to the IRS.

Sample of a completed SS-4 form for a 4-H club can be found at:

www.national4-hheadquarters.gov/library/SAMPLE_SS-4v11-13-07.pdf

SS-4 form link: www.irs.gov/pub/irs-pdf/fss4.pdf

(Extension staff can help you with completion of this form if needed).