How to Apply for an EIN

1. Have the completed SS-4 application form in front of you. (Refer to the 4-H Treasurer’s Record Book). You only need to fill in the following questions:

   - **Questions 1 and 2:** The club name. Include “4-H Club” at the end of the title.
   - **Question 3:** Your name
   - **Questions 4 and 5:** Your address or you may use the MSU Extension address at the bottom.
   - **Question 6:** “Tuscola County, MI”
   - **Question 7b:** Your social security number for security purposes. It will not be linked to the club.
   - **Question 8a:** Check “other nonprofit organization” and write in “4-H club (educational)”. The Group Exemption Number (GEN) is “2704.”
   - **Question 9:** Check “banking purpose” and write in “savings/checking.”
   - **Question 10:** Fill in the club start date. If you don’t know, you can guesstimate or just use September 1st of the estimated year (Sept. 1st being the start of the 4-H program year).
   - **Question 11:** “August”
   - **Question 14:** Check “Other” and write in “Nonprofit”
   - **Question 15:** Write “Fundraising for club activities” even if your club hasn’t done any fundraisers.
   - **Question 16a:** Answer will usually be “no.” Remember that the leader IS NOT the applicant, the club is. According to the state 4-H office, the IRS instructions to them were to answer “yes” only if the club has had an EIN and you know that old EIN.

   - **Sign and date the bottom of the form** and enter a **contact number** for the club. This can be the leader, treasurer, or even the MSU Extension office located at the bottom of this sheet.

2. **Apply for an EIN by telephone (Do NOT apply online – the system does not allow us to input the GEN that identifies the group as 4-H):**

   - Call (800) 829-4933 between 7:30 a.m. and 5:30 p.m. Eastern Time. An IRS representative will use the information on the SS-4 to assign the EIN number.
   - Write the EIN assigned on the upper right corner of the form, sign and date the form. Keep the copy for your records.
   - **ONLY** if the IRS representative requests it, mail or fax the signed SS-4 within **24 hours** to the IRS. The fax number is (859) 669-5760 and the mailing address is: EIN Operation, Internal Revenue Service, Cincinnati, OH 45999.

3. **Report your EIN number to the 4-H office by mail, fax or phone.**

   MSU Extension – Tuscola County
   362 Green Street, Caro, MI 48723

   Phone: (989) 672-3870       Fax:    (989) 673-5953