

Instructions for Getting Employer Identification Number (EIN) For 4-H Club Bank Account

4-H leaders must complete Form SS-4 to obtain an Employer Identification Number (EIN) for a 4-H Club bank account. The EIN serves the same purpose as an individual's Social Security Number on his or her own bank account.

Form SS-4 is available from most banks. Forms are also available on the Internal Revenue Service web site at: www.irs.gov/formspubs/index.html Use the "Search forms and Publications" option to search for "Form SS-4". You will find the form, instructions for the form, and a "fill-in" form option. The "fill-in" form lets you type your information on the form right on the computer.

Turn these instructions over for a sample SS-4 application. You will need to complete only the lines that are completed on the sample form. Please take special note of:

Lines 4a and 4b: These lines ask for the address of your club. It is recommended that you use the address of the county Outreach and Extension Office since most 4-H clubs do not have a permanent address. Club leaders change over time, and important information from the IRS may not get forwarded to the new club leader. If you choose to use the Franklin County University Outreach and Extension office address, use the following:

(Your Club Name)
University Outreach and Extension
115 West Locust
Union, Mo. 63084

Your club EIN will then be sent to the office. We will keep a copy in your club file (just in case yours gets lost) and send you the original.

It is also recommended that you use the University Outreach and Extension phone and fax numbers at the bottom of the page. Those numbers appear at the bottom of the sample form.

Send the form to:

IRS
Attn: EIN Operation
Philadelphia, PA 19255

Can't find your number? To verify an EIN number you can call 1-800-829-1040.