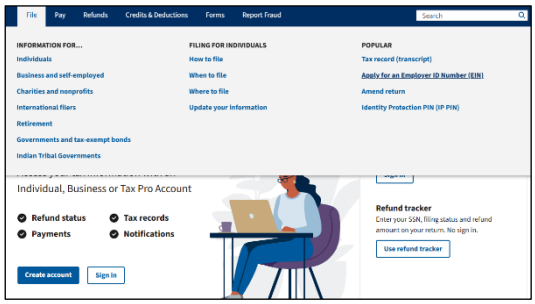
Acquiring an Employer Identification Number (EIN) for 4-H Clubs

Follow these Step-by-Step Instructions for obtaining an EIN for you 4-H community club. Contact your 4-H professional with questions.

Step 1: Visit IRS.gov

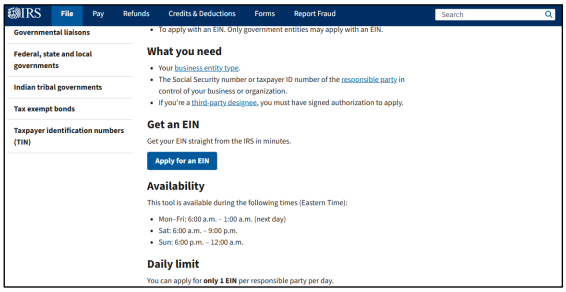
Using the file button on the navigation bar, select “Apply for an Employer ID Number (EIN)” from the list of the right of the menu.



Step 2: EIN Information Overview

On the EIN information page, you will see a list a steps to complete the process. Read through the steps before selecting the blue "Apply For an EIN” button.

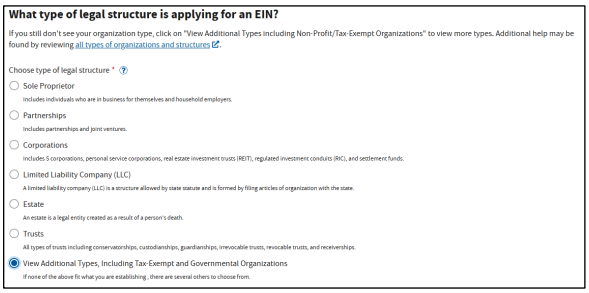
You will be redirected to the EIN application page. Click the “Begin Application Now” button at the bottom of the page.

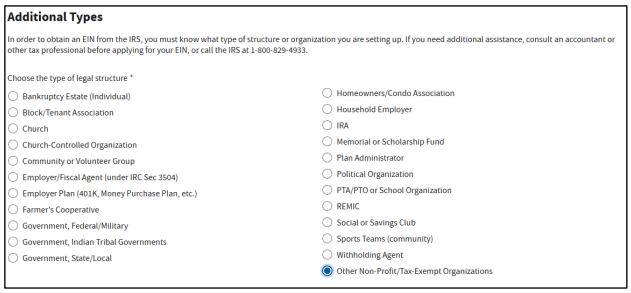


Step 3: Selecting EIN Type

Click “View additional types, including Tax-Exempt and Governmental Organizations” option at bottom of the provided list.

Select the “Other Non-Profit/Tax-Exempt Organizations” option on from the bottom of the right-side list.





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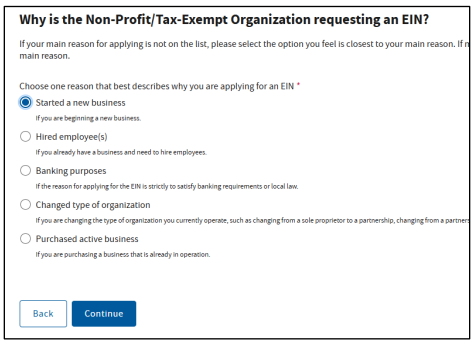
Step 4: Requesting an EIN

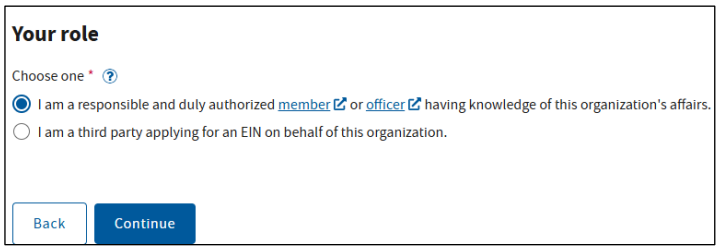
Select “Started a New Business” at the top of the list.

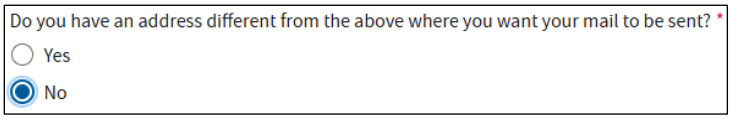


Step 5: Volunteer Information

Complete the information requested. The system will ask for your Social Security Number to verify the form is being completed by an individual. Your Social Security Number will not be associated with the EIN after the SS4 is complete. Select the “I am a responsible and duly authorized for the organization” option.

Complete the information requested related to applicant address. Select the “no” option for the different address question. Verify your address on the confirmation page.

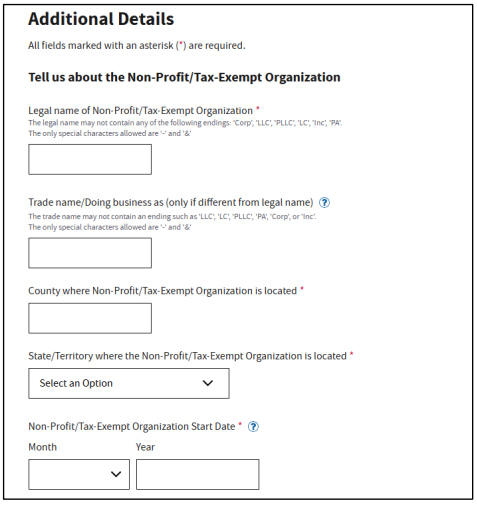


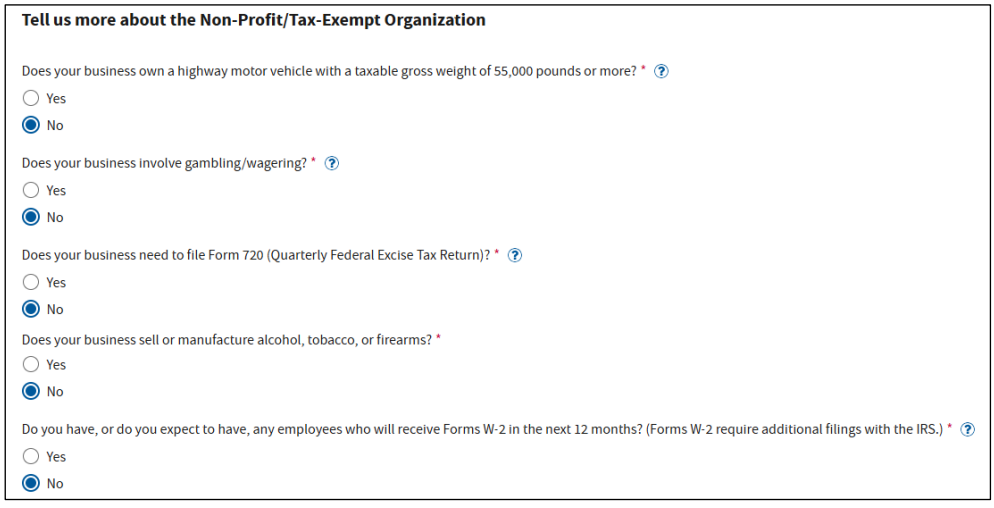


Step 6: Club Information

Be sure to include “4-H Club of (your county) County” to the end of your club's name (i.e. Cool Clover 4-H Club of Franklin County). Complete the remainder of the club information including the start date – current month, current year.

Select “No” for all five questions regarding your club in the Tell Us More section.





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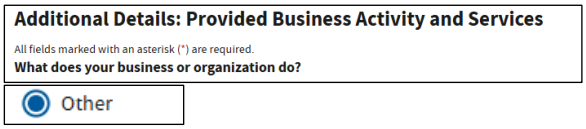
Step 7: About Your Organization

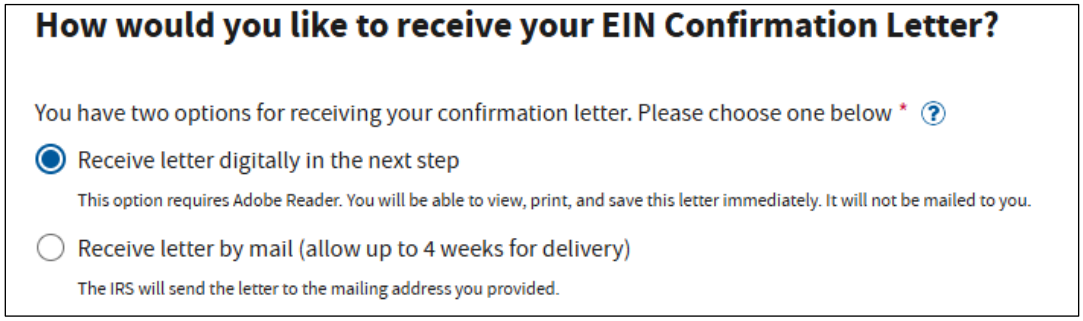
On the “What does your business/organization do” page, select “Other”. Type “Education” into the box provided next to “Other” on the list of options for business activity.



Step 8: Receiving EIN Letter

Complete the information requested and select the “I am a responsible and duly authorized for the organization” option.

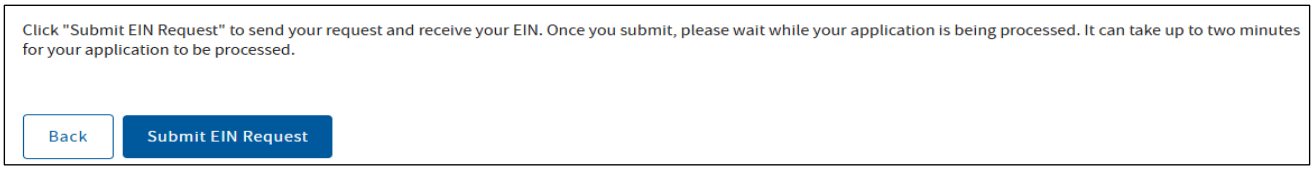
Complete the information requested related to applicant address. Select the “no” option for the different address question. Verify your address on the confirmation page.



Step 9: Submission and Letter

Select “submit” at the bottom of the page after reviewing your application.

Download a copy of your letter. Save one for club files and email a copy to the county 4-H professional.



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