

Filing deadline is May 15, 2017

Determining which clubs were auto-revoked

- “IRS EO Select Check” website: <https://apps.irs.gov/app/eos/>
- Check the radio button for “were automatically revoked”
- Enter the EIN > Search
- If there are results for this EIN you will see the revocation date and posting date. The club/affiliate will need to apply for a new EIN.
- You will not be able to file a 990N for tax year 2016 if the EIN was revoked.
- Do not apply for a new EIN if not auto revoked. Send your list to me and I can determine why the 990N was not accepted.

A link to a MS PowerPoint Presentation to assist with completion of the SS4 on-line form is posted at: <http://www.ohio4h.org/volunteers/volunteers/club-leaders/finances>.

- IT IS IMPORTANT TO REMEMBER; The EIN belongs to the club name (not to individual advisors, so do not apply for new EIN when advisors change).
- Apply for the new EIN by entering a legal name that includes the county name, example:
 - “Happy Clovers 4-H Club of Jones County”
 - or
 - “Jones County 4-H Endowment Committee”

After the club/affiliate has received the new EIN:

- Retain a copy of their IRS confirmation letter in the club file at the county level
- Have the Org Advisor complete a new 4-H [Group Tax Exemption Authorization Form](#) (TEA) and send to the State 4-H Office (either by hard copy or e-mail jinks.2@osu.edu)
- Change records at their bank
- Discard all reference to the old EIN
- Enter the new EIN in 4HOnline under the “Clubs” tab. You can use the “comment” section to indicate the date a new number was obtained.

Please send a copy/screen shot of your county status page to me once completed. Thank You!