

## How to Get an Employee Identification Number (EIN) For your Massachusetts 4-H Club

### Apply Online

This is the preferred method. The EIN will be issued immediately. Go to:  
<https://sa2.www4.irs.gov/modiein/individual/index.jsp>.

NOTE: there is no charge to get an EIN but there are many commercial sites that will “help” you for a large fee. If you are asked to pay for this you are on the wrong site. Try searching for (Google), “apply for an EIN” and select the IRS site that comes up on the list.

Once you are on the correct site you will go through a series of screens:

When asked what type of legal structure is applying check “**view additional types**” and then select “**other, non-profit/tax exempt organization**”

When asked the reason select “**banking purposes**”

When asked who the responsible party is select “**individual**”

When prompted **enter your name and social security number** and then choose “**I am a responsible and duly authorized member**”

When asked the physical location give **your mailing address**

When asked the legal name of the non-profit organization enter **the name of your of your 4-H club** - make sure to **include 4-H** in the club name

Use the **current date** as the starting date of the group

You will be taken to a screen with 5 questions – **answer no** to all of them

On the next screen (“What does your business do?”) select “**other**”, then select “**other**” on the following screen and type “**youth education**”

Select how you want to receive your confirmation and then hit “**submit**”

### Apply by Telephone

Call the Business and Special Tax Line at 800-829-4933 Monday through Friday from 7:00 a.m. to 7:00 p.m. You will be assigned an EIN over the telephone.

### Apply by Fax

Complete the SS-4 and fax it to 859-669-5760. Provide your own fax number and you will receive the EIN within 4 business days.

### Apply by Mail

Complete the SS-4 and mail it to the Internal Revenue Service, Attention EIN Operation, Cincinnati, OH, 45999. It takes about 4 weeks to receive your EIN this way.

***Once you receive your EIN you must report it to your local 4-H Educator***



**4-H Youth  
Development Program**  
UMass Extension

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