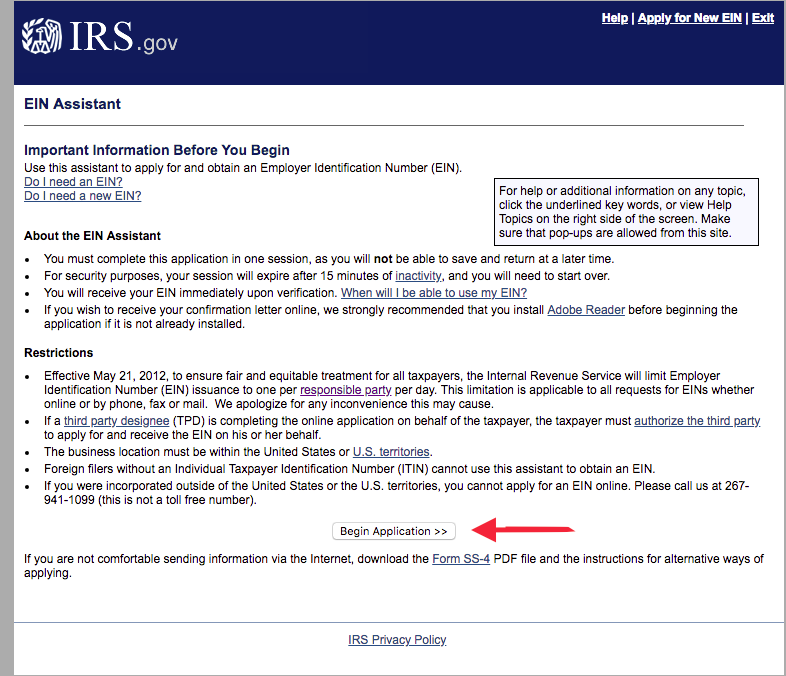
**How to Apply for an EIN Online - For all Maine 4-H Clubs and Affiliated Groups**

**According to IRS regulations, all 4-H clubs and affiliated groups must have an EIN regardless of whether or not fundraising is planned. The EIN is needed to file the 990-N between July 1﹣Nov. 15 for each tax year.**

**These instructions are a revision effective April 25, 2018. Please read carefully and contact your county Extension 4-H staff if you have any questions.**

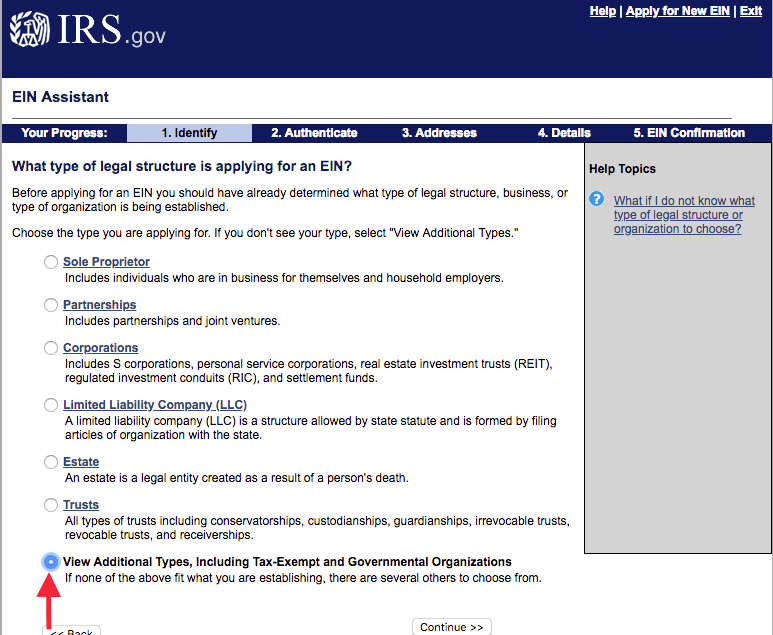
**Work with your county Extension 4-H staff to apply for your 4-H club or affiliated group EIN online:** [**https://sa2.www4.irs.gov/modiein/individual/index.jsp**](https://sa2.www4.irs.gov/modiein/individual/index.jsp)

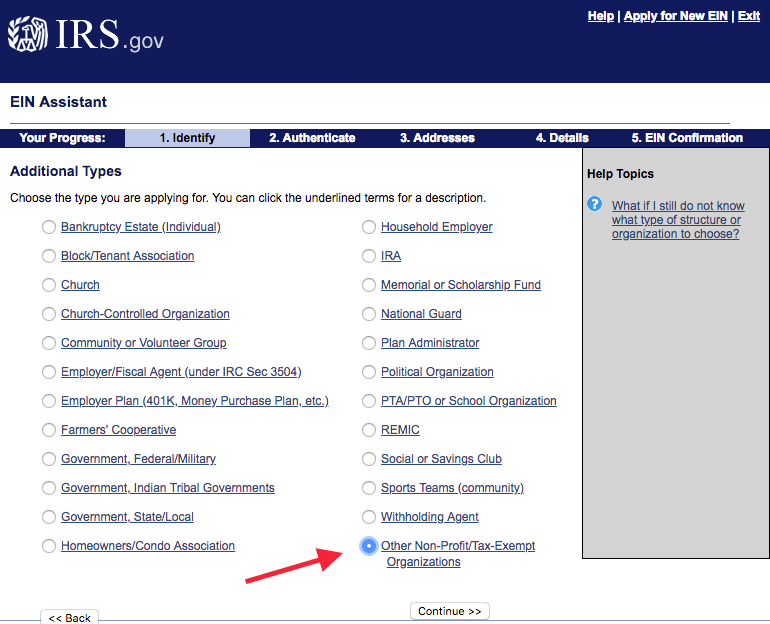
**Landing page - click ‘Begin Application’**

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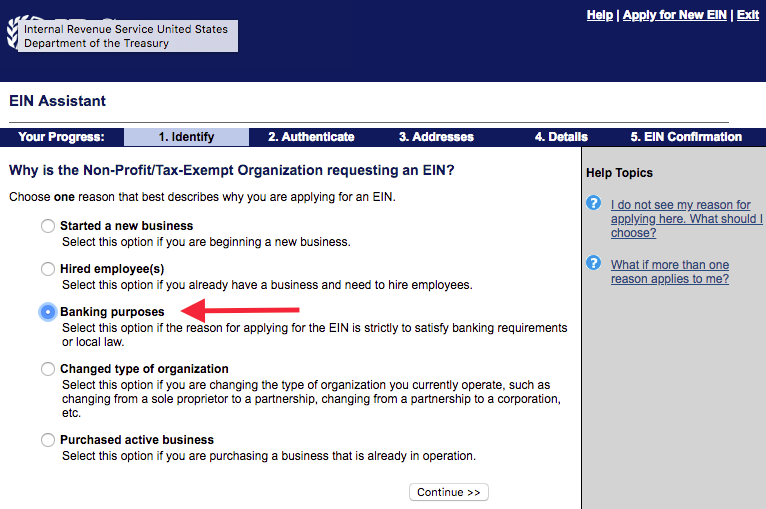
**On each subsequent screen click ‘Continue>>’ to proceed to the next screen.**

**1st screen - What type of legal structure? - select ‘View Additional Types’**

****

**2nd screen - Select “Other, non-profit”**

**Confirm selection and continue to 4th screen - Reason for Application ‘Banking purposes’**

****

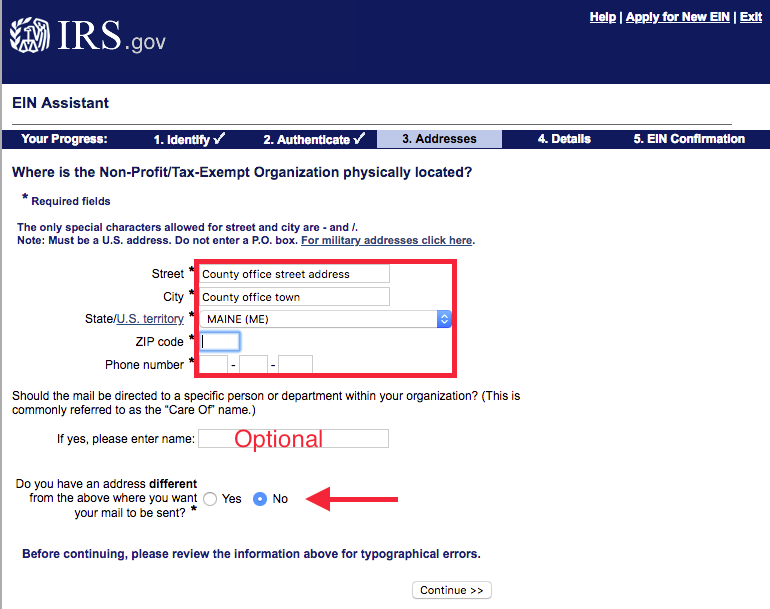
**5th screen ‘Responsible Party’ - select ‘Individual’**

****

**6th screen - Responsible party information - Leader’s first and last names, SSN, then select ‘I am a responsible and duly authorized member’**

****

**7th screen - Physical location - Use county office mailing address, select ‘No’ for other address**

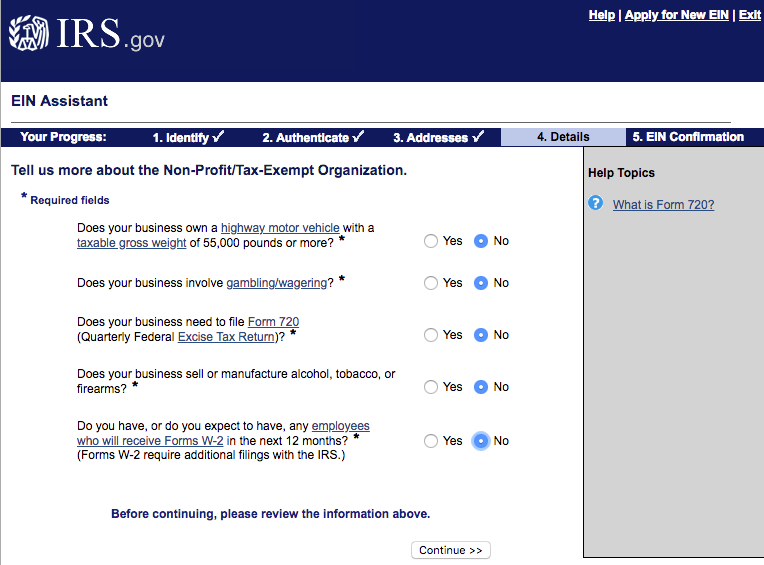
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**8th screen - Legal name of the organization is the club name - include ‘4-H Club’ in the name**

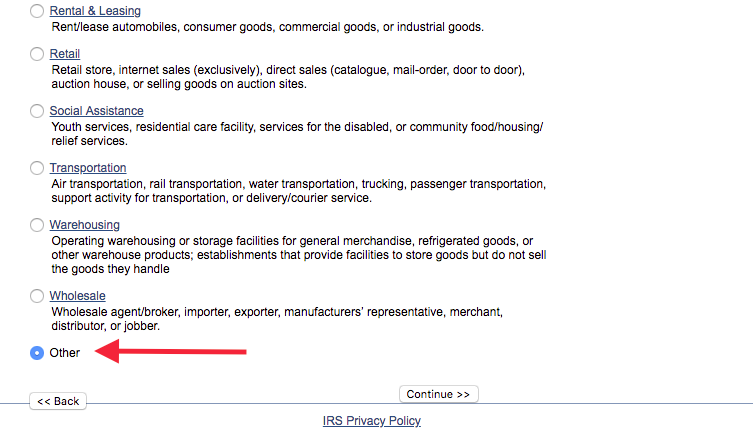
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**Use the current month and year for the organization/club ‘start date’**

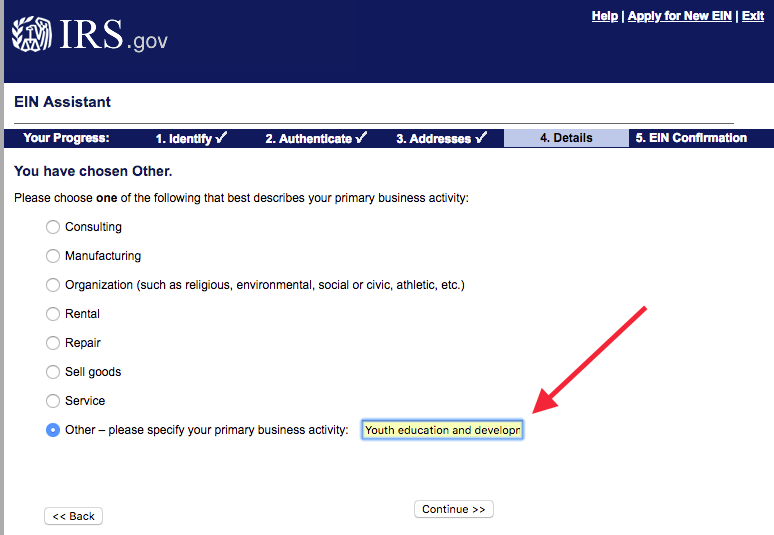
**9th screen - List of five ‘Yes or No’ questions - Answer ‘No’ to all five**

****

**10th screen - What does your business do - Select last option ‘Other’**

****

**11th screen - Select ‘Other’ and enter text ‘Youth education and development’**

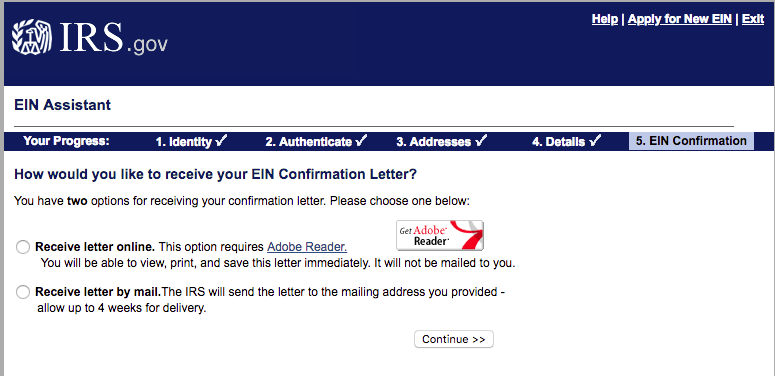
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**12th screen - Select how you want to receive your EIN confirmation letter.**

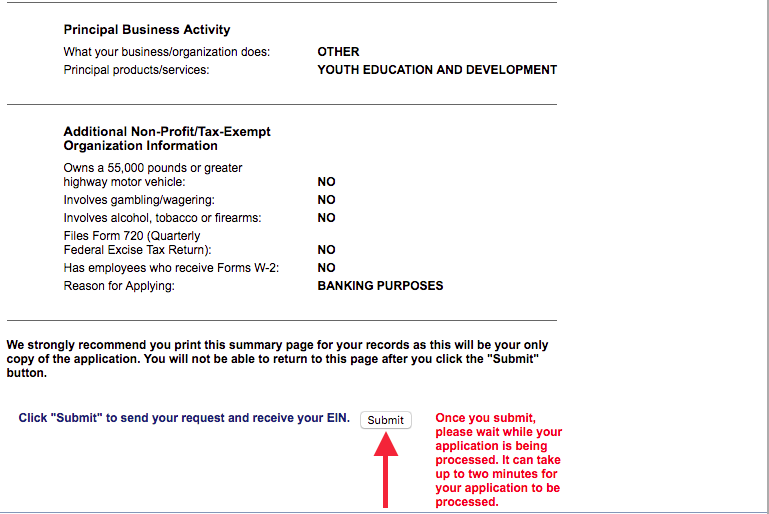
**Choose either ‘Online’ - requires Adobe Reader - EIN number available immediately; OR**

**Choose ‘by Mail’ - allow up to four weeks for letter to be received by the county office.**

**No matter which choice you make the county Extension office needs a copy of your EIN letter.**

****

**13th screen is a summary of the information you have entered. Click ‘Submit’ at the bottom of the page to generate and receive your club or group EIN.**

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**For more information or if you have any questions, contact your county Extension 4-H staff.**

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