APPLYING FOR AN
EMPLOYEE IDENTIFICATION NUMBER (EIN) ONLINE

All 4-H clubs/groups under Maryland 4-H must have an Employee Identification Number (EIN), even if they do not handle money.

The preferred method for 4-H clubs/groups to apply for an EIN, is online. Through this process, the EIN will be issued immediately.

There is no charge to get an EIN. There are many commercial sites that will “help” you for a fee. If you are asked to pay – you are at the WRONG site. Please double check you are on the correct site.


Follow the steps below to apply for an Employee Identification Number (EIN).

Step 1 – Go to the below website
- Click “Begin Application”
Step 2 – Select the following:

- Select “View additional Types”
  - Click “Continue”
- Select “Other, Non-Profit/Tax-Exempt Organization”
  - Click “Continue”

Step 3 – Confirm your selection:

- Click “Continue”
Step 4 – Choose the following selections:

- Select “Banking Purposes”
  - Click “Continue”
- Select “Individual”
  - Click “Continue”

Step 5 – Enter your information:

- Enter your name and Social Security Number
  - It is SAFE to do so
  - IRS discards the SSN following assigning the EIN.
- Select “I am a responsible and duly authorized member...”
  - Click “Continue”
Step 6 – When asked where the group is physically located:

- Enter the Mailing Address of your Local UME Office
- Enter the Phone Number of your Local UME Office
- When asked “Mail should be direct to (Care of)”:
  - Enter the 4-H Club Name
- When asked where mail should be sent:
  - Be sure “No” is selected
  - All mail should go to your UME Office
- Click “Continue”

Step 6 – You may or may not get this message. If you did not, proceed to Step 6. However, if you did receive this message:

- Verify it is the same address
- Select “Accept Database Version”
Step 7 – Enter the following:

- When asked the legal name:
  - Enter the official name of your 4-H Club/Group
    - It must include “4-H” in the name
- When asked the starting date:
  - Enter the current date (date you are applying)
- Click “Continue”

![Image showing a form with legal name entered as Trips 4-H Club, county as Allegany, state as Maryland (MD), and starting date as September 2012.]

Step 8 – The next screen has five (5) questions:

- Answer “NO” to all of them
- Click “Continue”

![Image showing a form with five questions, each requiring a NO answer. The questions are about owning a highway motor vehicle, involving gambling/wagering, needing to file Form 720, selling or manufacturing alcohol, tobacco, or firearms, and having employees who will receive Form W-2 in the next 12 months. Each question has options to select Yes or No.]

Before continuing, please review the information above.
Step 9 – When asked “what does your business do?”:

- Select “Other” at the very bottom
- Click “Continue”
- On the next screen, select “Other” again
  - In the text box type “Youth Education”
- Click “Continue”

Step 10 – Select the method of confirmation:

- Select a method to receive a confirmation, your choice.
- Click “Continue”

Step 11 – The next screen is a summary of your information:

- Review the summary information carefully to ensure accuracy
- Once you are sure the information is correct:
  - Printing this page as proof of application is recommended
  - Click “Submit”
Step 12 – Success! Your EIN is now assigned.

- If you chose to receive your confirmation via mail, it will be on its way shortly.
- If you chose to get the internet confirmation, it will be on this page
  - Click “Click Here for Your EIN Confirmation Letter”
    - Please print two (2) copies of this letter
      - One to keep in your club files
      - One to give to your Local UME Office

Congratulations! Your EIN has been successfully assigned.

EIN Assigned: 46-1886213
Legal Name: TERPS 4-H CLUB

IMPORTANT:
Save and/or print this page and the confirmation letter below for your permanent records.

The confirmation letter below is your official IRS notice and contains important information regarding your EIN.

CLICK HERE for Your EIN Confirmation Letter

Once you have saved or printed your letter, click “Continue” to get additional information about using your new EIN.

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