How to Apply for an Employee Identification Number (EIN)
For your Maryland 4-H Club or Authorized Group

Apply Online
This is the preferred method. The EIN will be issued immediately. Go to:

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 (IRS discards the Social Security Number upon assigning the EIN) and then choose “I am a responsible and duly authorized member”
When asked the physical location - give the mailing address of your local UME Office.
When asked the legal name of the non-profit organization enter the name of your 4-H Club/Authorized Group - make sure to include 4-H in the 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”

Once you receive your EIN you must give a copy to your local 4-H Educator.

8/12
The University of Maryland, College Park, (AGNR), (UME), (AES) programs are open to all citizens and will not discriminate against anyone because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry, or national origin, marital status, genetic information, or political affiliation, or gender identity and expression.