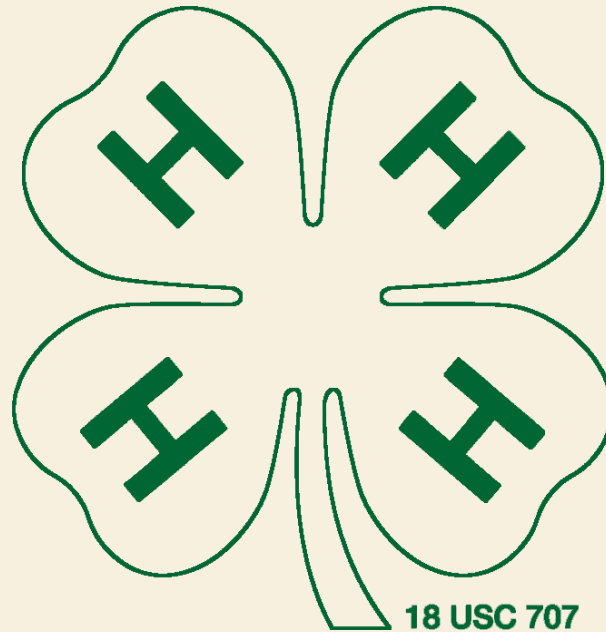


# TEXAS 4-H




**HOW TO OBTAIN AN EIN ONLINE!**

# EASY TO FOLLOW STEPS

- Go to the IRS Website:
  - <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
- Click the Apply Online Now Button

# Click on the Begin Application Button

 **IRS**.gov

Help | [Apply for New EIN](#) | [Exit](#)

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## EIN Assistant

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### Important Information Before You Begin

Use this assistant to apply for and obtain an Employer Identification Number (EIN).

[Do I need an EIN?](#)  
[Do I need a new EIN?](#)

For help or additional information on any topic, click the underlined key words, or view Help Topics on the right side of the screen. Make sure that pop-ups are allowed from this site.

#### About the EIN Assistant

- You must complete this application in one session, as you will **not** be able to save and return at a later time.
- For security purposes, your session will expire after 15 minutes of [inactivity](#), and you will need to start over.
- You will receive your EIN immediately upon verification. [When will I be able to use my EIN?](#)
- If you wish to receive your confirmation letter online, we strongly recommended that you install [Adobe Reader](#) before beginning the application if it is not already installed.

#### Restrictions

- Effective May 21, 2012, to ensure fair and equitable treatment for all taxpayers, the Internal Revenue Service will limit Employer Identification Number (EIN) issuance to one per [responsible party](#) per day. This limitation is applicable to all requests for EINs whether online or by phone, fax or mail. We apologize for any inconvenience this may cause.
- If a [third party designee](#) (TPD) is completing the online application on behalf of the taxpayer, the taxpayer must [authorize the third party](#) to apply for and receive the EIN on his or her behalf.
- The business location must be within the United States or [U.S. territories](#).
- Foreign filers without an Individual Taxpayer Identification Number (ITIN) cannot use this assistant to obtain an EIN.
- If you were incorporated outside of the United States or the U.S. territories, you cannot apply for an EIN online. Please call us at 267-941-1099 (this is not a toll free number).

Begin Application >>

If you are not comfortable sending information via the Internet, download the [Form SS-4](#) PDF file and the instructions for alternative ways of applying.

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Select the option:View Additional Types... Click Continue



[Help](#) | [Apply for New EIN](#) | [Exit](#)

## EIN Assistant

Your Progress:

1. Identify

2. Authenticate

3. Addresses

4. Details

5. EIN Confirmation

### What type of legal structure is applying for an EIN?

Before applying for an EIN you should have already determined what type of legal structure, business, or type of organization is being established.

Choose the type you are applying for. If you don't see your type, select "View Additional Types."

- ☐ [Sole Proprietor](#)  
Includes individuals who are in business for themselves and household employers.
- ☐ [Partnerships](#)  
Includes partnerships and joint ventures.
- ☐ [Corporations](#)  
Includes S corporations, personal service corporations, real estate investment trusts (REIT), regulated investment conduits (RIC), and settlement funds.
- ☐ [Limited Liability Company \(LLC\)](#)  
A limited liability company (LLC) is a structure allowed by state statute and is formed by filing articles of organization with the state.
- ☐ [Estate](#)  
An estate is a legal entity created as a result of a person's death.
- ☐ [Trusts](#)  
All types of trusts including conservatorships, custodianships, guardianships, irrevocable trusts, revocable trusts, and receiverships.
- ☒ **View Additional Types, Including Tax-Exempt and Governmental Organizations**  
If none of the above fit what you are establishing, there are several others to choose from.

### Help Topics

- [? What if I do not know what type of legal structure or organization to choose?](#)

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Continue >>

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Check the button “Other Non-Profit/Tax Exempt Organizations” and click continue

[Help](#) | [Apply for New EIN](#) | [Exit](#)

**EIN Assistant**

**Your Progress:** 1. Identify 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

**Additional Types**

Choose the type you are applying for. You can click the underlined terms for a description.

<input type="radio"/> <a href="#">Bankruptcy Estate (Individual)</a>	<input type="radio"/> <a href="#">Household Employer</a>
<input type="radio"/> <a href="#">Block/Tenant Association</a>	<input type="radio"/> <a href="#">IRA</a>
<input type="radio"/> <a href="#">Church</a>	<input type="radio"/> <a href="#">Memorial or Scholarship Fund</a>
<input type="radio"/> <a href="#">Church-Controlled Organization</a>	<input type="radio"/> <a href="#">National Guard</a>
<input type="radio"/> <a href="#">Community or Volunteer Group</a>	<input type="radio"/> <a href="#">Plan Administrator</a>
<input type="radio"/> <a href="#">Employer/Fiscal Agent (under IRC Sec 3504)</a>	<input type="radio"/> <a href="#">Political Organization</a>
<input type="radio"/> <a href="#">Employer Plan (401K, Money Purchase Plan, etc.)</a>	<input type="radio"/> <a href="#">PTA/PTO or School Organization</a>
<input type="radio"/> <a href="#">Farmers' Cooperative</a>	<input type="radio"/> <a href="#">REMIC</a>
<input type="radio"/> <a href="#">Government, Federal/Military</a>	<input type="radio"/> <a href="#">Social or Savings Club</a>
<input type="radio"/> <a href="#">Government, Indian Tribal Governments</a>	<input type="radio"/> <a href="#">Sports Teams (community)</a>
<input type="radio"/> <a href="#">Government, State/Local</a>	<input type="radio"/> <a href="#">Withholding Agent</a>
<input type="radio"/> <a href="#">Homeowners/Condo Association</a>	<input checked="" type="radio"/> <a href="#">Other Non-Profit/Tax-Exempt Organizations</a>


**Help Topics**

[? What if I still do not know what type of structure or organization to choose?](#)

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Click continue to confirm that this group is an “other Non-Profit/ Tax Exempt Organization”

[Help](#) | [Apply for New EIN](#) | [Exit](#)

**EIN Assistant**

**Your Progress:** 1. Identify 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

**Please confirm your selection.**

Confirm your selection of **Other Non-Profit/Tax-Exempt Organizations** as the type of structure applying for an EIN.

**What it is...**

- A non-profit organization is an entity organized and operated for one or more of the purposes listed under Section 501(a) of the Internal Revenue Code.

**What it is not...**

- A business or organization organized for profit.
- A sole proprietorship or partnership.

If you need to change your type of structure, we recommend that you do so **now**, otherwise you will have to start over and re-enter your information. Additional help may be found by reviewing [all types of organizations and structures](#) before making your selection.


[<< Change Type](#) [Continue >>](#)

**Help Topics**

- ? [What is the difference between non-profit and tax-exempt status?](#)
- ? [How does my organization receive formal recognition as a tax-exempt organization by the IRS?](#)
- ? [What if I am not sure my organization would qualify as a tax-exempt organization?](#)

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Select the option “Banking Purposes” and click continue

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**EIN Assistant**

**Your Progress:**    **1. Identify**    2. Authenticate    3. Addresses    4. Details    5. EIN Confirmation

**Why is the Non-Profit/Tax-Exempt Organization requesting an EIN?**  
Choose **one** reason that best describes why you are applying for an EIN.

☐ **Started a new business**  
Select this option if you are beginning a new business.

☐ **Hired employee(s)**  
Select this option if you already have a business and need to hire employees.

☒ **Banking purposes**  
Select this option if the reason for applying for the EIN is strictly to satisfy banking requirements or local law.

☐ **Changed type of organization**  
Select this option if you are changing the type of organization you currently operate, such as changing from a sole proprietor to a partnership, changing from a partnership to a corporation, etc.


☐ **Purchased active business**  
Select this option if you are purchasing a business that is already in operation.

Continue >>

**Help Topics**  
[? I do not see my reason for applying here. What should I choose?](#)  
[? What if more than one reason applies to me?](#)

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Input the information of the responsible party and click the button of “ I am responsible and duly authorized...” click continue – A SS# will be needed for verification purposes. – i.e. 4-H Club Manager, etc.

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**EIN Assistant**

**Your Progress:**    **1. Identify ✓**    2. Authenticate    3. Addresses    4. Details    5. EIN Confirmation

**You selected individual. Please tell us about the Responsible Party.**

\* Required fields  
Must match IRS records or this application cannot be processed.  
The only punctuation and special characters allowed are hyphen (-) and ampersand (&).

First name \*

Middle name/initial

Last name \*

Suffix (Jr, Sr, etc.)

SSN/TIN \*  -  -

**Choose One: \***

☒ I am a responsible and duly authorized [member](#) or [officer](#) having knowledge of this organization's affairs.

☐ I am a third party applying for an EIN on behalf of this organization.


**Before continuing, please review the information above for typographical errors.**

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Complete the information in the boxes. It is best for the EIN information to be directed to the County Extension Office instead of an individual address. Click continue.

[Help](#) | [Apply for New EIN](#) | [Exit](#)

**EIN Assistant**

**Your Progress:**    **1. Identify ✓**    **2. Authenticate ✓**    **3. Addresses**    **4. Details**    **5. EIN Confirmation**

**Where is the Non-Profit/Tax-Exempt Organization physically located?**

\* Required fields

The only special characters allowed for street and city are - and /.  
Note: Must be a U.S. address. Do not enter a P.O. box. [For military addresses click here.](#)

Street \* 1470 Williamd D. Fitch Parkway

City \* College Station

State/U.S. territory \* TEXAS (TX)

ZIP code \* 77843

Phone number \* 979 - 845 - 6800

Should the mail be directed to a specific person or department within your organization? (This is commonly referred to as the "Care Of" name.)

If yes, please enter name: Lucy Leader


Do you have an address **different** from the above where you want your mail to be sent? \* ☐ Yes ☒ No

Before continuing, please review the information above for typographical errors.

Continue >>

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Complete the information and click the submit button. Legal name will be the name of the 4-H Club.

[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

**Your Progress:** 1. Identify ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details 5. EIN Confirmation

**Tell us about the Non-Profit/Tax-Exempt Organization.**

\*Required fields  
The only punctuation and special characters allowed are hyphen (-) and ampersand (&).  
The trade name may not contain an ending such as 'LLC', 'LC', 'PLLC', 'PA', 'Corp', or 'Inc'.

Legal name of Non-Profit/Tax-Exempt Organization \*

[Trade name/Doing business as](#)  
(only if different from legal name)

County where Non-Profit/Tax-Exempt Organization is located \*


State/Territory where Non-Profit/Tax-Exempt Organization is located \*

Non-Profit/Tax-Exempt Organization [start date](#) \*

Before continuing, please review the information above for typographical errors.

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Select no to all of the options – as they all should be no and then click continue

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**EIN Assistant**

**Your Progress:** 1. Identify ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details 5. EIN Confirmation

**Tell us more about the Non-Profit/Tax-Exempt Organization.**

\* Required fields

Does your business own a [highway motor vehicle](#) with a [taxable gross weight](#) of 55,000 pounds or more? \*

☐ Yes ☒ No

Does your business involve [gambling/wagering](#)? \*

☐ Yes ☒ No

Does your business need to file [Form 720](#) (Quarterly Federal [Excise Tax Return](#))? \*

☐ Yes ☒ No

Does your business sell or manufacture alcohol, tobacco, or firearms? \*

☐ Yes ☒ No

Do you have, or do you expect to have, any [employees who will receive Forms W-2](#) in the next 12 months? \*  
(Forms W-2 require additional filings with the IRS.)

☐ Yes ☒ No

Before continuing, please review the information above.

Continue >>

**Help Topics**

[? What is Form 720?](#)

[IRS Privacy Policy](#)

## Select “Other” and click continue


**What does your business or organization do?**

Choose **one** category that best describes your business. Click the underlined links for additional examples for each category.

- ☐ [Accommodations](#)  
Casino hotel, hotel, or motel.
- ☐ [Construction](#)  
Building houses/residential structures, building industrial/commercial structures, specialty trade contractors, remodelers, heavy construction contractors, land subdivision contractors, or site preparation contractors.
- ☐ [Finance](#)  
Banks, sales financing, credit card issuing, mortgage company/broker, securities broker, investment advice, or trust administration.
- ☐ [Food Service](#)  
Retail fast food, restaurant, bar, coffee shop, catering, or mobile food service.
- ☐ [Health Care](#)  
Doctor, mental health specialist, hospital, or outpatient care center.
- ☐ [Insurance](#)  
Insurance company or broker.
- ☐ [Manufacturing](#)  
Mechanical, physical, or chemical transformation of materials/substances/components into new products, including the assembly of components.
- ☐ [Real Estate](#)  
Renting or leasing real estate, managing real estate, real estate agent/broker, selling, buying, or renting real estate for others.
- ☐ [Rental & Leasing](#)  
Rent/lease automobiles, consumer goods, commercial goods, or industrial goods.
- ☐ [Retail](#)  
Retail store, internet sales (exclusively), direct sales (catalogue, mail-order, door to door), auction house, or selling goods on auction sites.
- ☐ [Social Assistance](#)  
Youth services, residential care facility, services for the disabled, or community food/housing/relief services.
- ☐ [Transportation](#)  
Air transportation, rail transportation, water transportation, trucking, passenger transportation, support activity for transportation, or delivery/courier service.
- ☐ [Warehousing](#)  
Operating warehousing or storage facilities for general merchandise, refrigerated goods, or other warehouse products; establishments that provide facilities to store goods but do not sell the goods they handle
- ☐ [Wholesale](#)  
Wholesale agent/broker, importer, exporter, manufacturers' representative, merchant, distributor, or jobber.
- ☒ **Other**

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Select “Other and type “ **Four H (only letters and spaces can be utilized) Youth Organization – Click Continue**

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Internal Revenue Service United States Department of the Treasury

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**EIN Assistant**

**Your Progress:**    **1. Identify ✓**    **2. Authenticate ✓**    **3. Addresses ✓**    **4. Details**    **5. EIN Confirmation**

**You have chosen Other.**

Please choose **one** of the following that best describes your primary business activity:

☐ Consulting

☐ Manufacturing

☐ Organization (such as religious, environmental, social or civic, athletic, etc.)

☐ Rental

☐ Repair

☐ Sell goods


☐ Service

☒ Other – please specify your primary business activity:

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Select how you would like to receive your EIN – preferably online and click continue

[Help](#) | [Apply for New EIN](#) | [Exit](#)

**EIN Assistant**

**Your Progress:** 1. Identity ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details ✓ 5. EIN Confirmation

**How would you like to receive your EIN Confirmation Letter?**

You have **two** options for receiving your confirmation letter. Please choose one below:

☒ **Receive letter online.** This option requires [Adobe Reader](#).  
You will be able to view, print, and save this letter immediately. It will not be mailed to you.


☐ **Receive letter by mail.** The IRS will send the letter to the mailing address you provided - allow up to 4 weeks for delivery.



[Continue >>](#)

[IRS Privacy Policy](#)

You will receive a summary of your information, review, scroll to the bottom and click submit

 IRS.gov

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**EIN Assistant**

Your Progress: 1. Identity ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details ✓ 5. EIN Confirmation

**Summary of your information**

Please review the information you are about to submit. If any of the information below is incorrect, you will need to [start a new application](#).

Click the "Submit" button at the bottom of the page to receive your EIN.

**Organization Type: Non-Profit/Tax-Exempt Organization**

**Non-Profit/Tax-Exempt Organization Information**

Legal name:	TEXAS 4-H
Trade name/Doing business as:	D-9 4-H COUNCIL
County:	BRAZOS
State/Territory:	TX
Start date:	SEPTEMBER 2017

**Addresses**

Physical Location:	1470 WILLIAM D FITCH PKWY COLLEGE STA TX 77845
Phone Number:	979-845-6800
Mail directed to:	CORY HUNDL

**Responsible Party**

Name:	CORY HUNDL
SSN/ITIN:	XXX-XX-0943

**Principal Business Activity**

What your business/organization does:	OTHER
Principal products/services:	FOUR H YOUTH ORGANIZATION

**Additional Non-Profit/Tax-Exempt Organization Information**

Owens a 55,000 pounds or greater highway motor vehicle:	NO
Involves gambling/wagering:	NO
Involves alcohol, tobacco or firearms:	NO
Files Form 720 (Quarterly Federal Excise Tax Return):	NO
Has employees who receive Forms W-2:	NO
Reason for Applying:	BANKING PURPOSES

**IRS Privacy Policy**

Organization Type: Non-Profit/Tax-Exempt Organization

Non-Profit/Tax-Exempt Organization Information

Legal name: TEXAS 4-H  
Trade name/Doing business as: D-9 4-H COUNCIL  
County: BRAZOS  
State/Territory: TX  
Start date: SEPTEMBER 2017

Addresses

Physical Location: 1470 WILLIAM D FITCH PKWY  
COLLEGE STA TX 77845  
Phone Number: 979-845-6800  
Mail directed to: CORY HUNDL

Responsible Party

Name: CORY HUNDL  
SSN/ITIN: XXX-XX-0943

Principal Business Activity

What your business/organization does: OTHER  
Principal products/services: FOUR H YOUTH ORGANIZATION

Additional Non-Profit/Tax-Exempt Organization Information

Owens a 55,000 pounds or greater highway motor vehicle: NO  
Involves gambling/wagering: NO  
Involves alcohol, tobacco or firearms: NO  
Files Form 720 (Quarterly Federal Excise Tax Return): NO  
Has employees who receive Forms W-2: NO  
Reason for Applying: BANKING PURPOSES

We strongly recommend you print this summary page for your records as this will be your only copy of the application. You will not be able to return to this page after you click the "Submit" button.


Click "Submit" to send your request and receive your EIN.

Submit

Once you submit, please wait while your application is being processed. It can take up to two minutes for your application to be processed.

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You should see this screen, if the information was accepted and an EIN was assigned. If you were not provided an EIN, contact your local County Extension Agent or District 4-H Program Specialist to discuss next steps.

 [Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress:

1. Identity ✓

2. Authenticate ✓

3. Addresses ✓

4. Details ✓

5. EIN Confirmation

**Congratulations! Your EIN has been successfully assigned.**


EIN Assigned: 84-3236670

Legal Name: SPECIAL INTEREST 4-H

**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](#)

[Help with saving and printing your letter](#)


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

Continue >>

**Help Topics**

- ? [What if I do not have access to a printer at this time?](#)
- ? [Can I access this letter at a later date?](#)

Congratulations on achieving this step...Happy Chartering!

Help | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

**Your Progress:** 1. Identity ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details ✓ 5. EIN Confirmation

**Additional Information about your EIN**

We suggest you print this page for your records.

**When Can You Use Your EIN?**

This EIN is your permanent number and can be used immediately for most of your business needs, including:

- Opening a bank account
- Applying for business licenses
- Filing a tax return by mail.

However, it will take up to two weeks before your EIN becomes part of the IRS's permanent records. You must wait until this occurs before you can:

- File an electronic return
- Make an electronic payment
- Pass an IRS Taxpayer Identification Number (TIN) matching program.

**Next Steps**

You can download IRS forms, publications, and tax returns at <http://www.irs.gov/formspubs>

**Corrections?**

If you need to make changes to your organization's information, you must do so in writing and mail the information to the address provided at <https://www.irs.gov/businesses/business-name-change>.

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If you have any questions, please  
contact your local County  
Extension Office or District 4-H  
Program Specialist.

RESOURCE DEVELOPED BY:  
CORY HUNDL – D9 4-H PROGRAM SPECIALIST  
JUSTIN SAENZ –URBAN YOUTH DEV. AGENT – MONTGOMERY COUNTY