



## 4-H Club/Committee Financial Management Checklist #6: Employer Identification Number (EIN)

<b>Guidelines</b>		
<b>1.</b>	A 4-H Club/Committee must have an EIN number through the IRS prior to opening an account. When a Club/Committee requests to open a checking account, the 4-H Staff will submit an <i>Application for Employer Identification Number</i> form on behalf of the Club/Committee. Once the EIN letter is received, the 4-H Staff will provide the Club's/Committee's original EIN documentation. The EIN number must be recorded in the 4-H Club/Committee Treasurer's Book.	<input type="checkbox"/>
<b>2.</b>	The EIN should be in the name of the 4-H Club/Committee, not an individual's name. If there is already an individual's name listed on the EIN letter and that person is still with the 4-H Club/Committee, the EIN letter can remain as is. If that individual leaves the 4-H Club/Committee, the EIN must then be transferred to the 4-H Club/Committee name. Please contact the 4-H Office to file the proper IRS Form to make those changes.	<input type="checkbox"/>
<b>3.</b>	The 4-H Club/Community EIN <b><u>SHOULD NOT</u></b> be listed on the checks.	<input type="checkbox"/>