

# IRS Form SS4 Completion

1/31/2017

This Power Point is designed to walk our Ohio 4-H Clubs and Affiliates through the process of completing the online SS4 form to obtain an EIN# from the Internal Revenue Service.



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

1

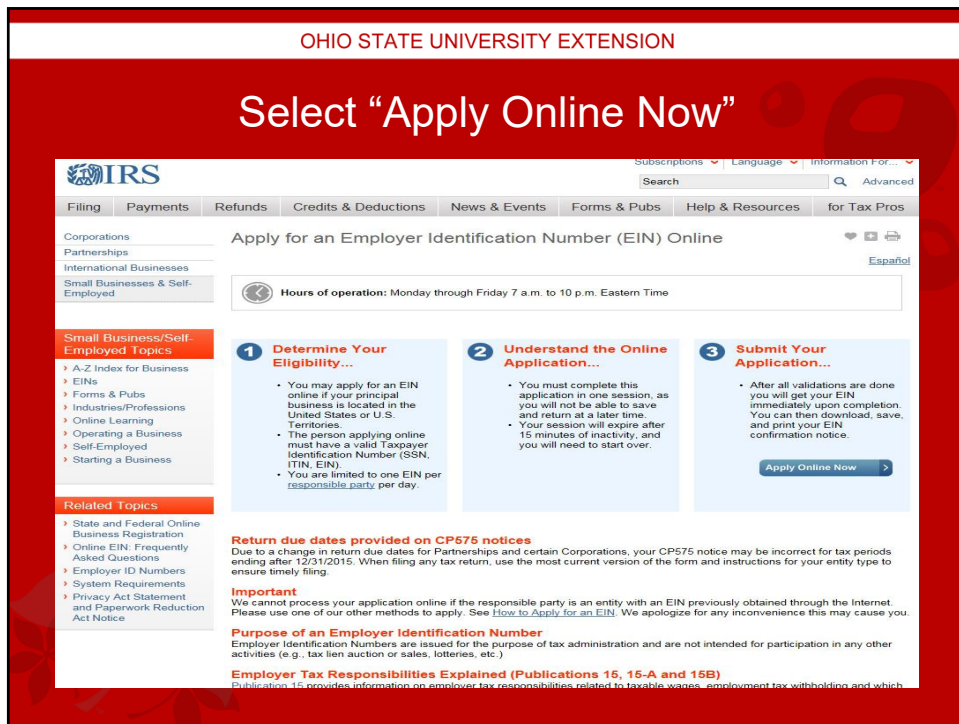
Below is the URL to the IRS Online Form  
SS4

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>



THE OHIO STATE UNIVERSITY  
COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

2



3



4

## Read Carefully and select “Begin Application”

**IRS.gov** Help | Apply for New EIN | Exit

**EIN Assistant**

**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.

[IRS Privacy Policy](#)

5

## Select “View Additional Types...”

**IRS.gov** 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?

[<< Back](#) [Continue >>](#)

[IRS Privacy Policy](#)

6

OHIO STATE UNIVERSITY EXTENSION

Select “Other Non-Profits...”

[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.

☐ [Bankruptcy Estate \(individual\)](#)  
☐ [Block/Tenant Association](#)  
☐ [Church](#)  
☐ [Church-Controlled Organization](#)  
☐ [Community or Volunteer Group](#)  
☐ [Employer/Fiscal Agent \(under IRC Sec. 3504\)](#)  
☐ [Employer Plan \(401K, Money Purchase Plan, etc.\)](#)  
☐ [Farmers' Cooperative](#)  
☐ [Government, Federal/Military](#)  
☐ [Government, Indian Tribal Governments](#)  
☐ [Government, State/Local](#)  
☐ [Homeowners/Condo Association](#)

☐ [Household Employer](#)  
☐ [IRA](#)  
☐ [Memorial or Scholarship Fund](#)  
☐ [National Guard](#)  
☐ [Plan Administrator](#)  
☐ [Political Organization](#)  
☐ [PTA/PTO or School Organization](#)  
☐ [REMIC](#)  
☐ [Social or Savings Club](#)  
☐ [Sports Teams \(community\)](#)  
☐ [Withholding Agent](#)  
☒ [Other Non-Profit/Tax-Exempt Organizations](#)

**Help Topics**

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

<< Back
Continue >>

[IRS Privacy Policy](#)

7

OHIO STATE UNIVERSITY EXTENSION

Select “Continue”

[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.

**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?](#)


<< Change Type
Continue >>

[IRS Privacy Policy](#)

8

OHIO STATE UNIVERSITY EXTENSION

Select "Started a new business" and "Continue"

 IRS.gov

Help | Apply for New EIN | Exit

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?

IRS Privacy Policy

9

OHIO STATE UNIVERSITY EXTENSION

Select "Individual" and "Continue"

 IRS.gov

Help | Apply for New EIN | Exit

EIN Assistant

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

Who is the Responsible Party for the Non-Profit/Tax-Exempt Organization?

The responsible party can be either an individual OR an existing business.

Please choose one:

☒ Individual

☐ Existing business

<< Back


Continue >>

IRS Privacy Policy

10

OHIO STATE UNIVERSITY EXTENSION

Complete first name, last name & social security number of Organizational Advisor or responsible person and select "I am a responsible..." and "Continue"


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

**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 \*

Jeff

Middle name/initial

Last name \*

Dick

Suffix (Jr, Sr, etc.)

Select One ▼

SSN/TIN \*

111 - 11 - 1111

**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.

<< Back

Continue >>


[IRS Privacy Policy](#)

11

OHIO STATE UNIVERSITY EXTENSION

Complete the Street, City, State, Zip and Phone number and Select "No" and "Continue"

The "Care of" blank should be left empty as we use the Organization Advisor or responsible individual as the contact for IRS


[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 \*

104 Township Road 1461

City \*

New London

State/U.S. territory \*

OHIO (OH) ▼

ZIP code \*

44851

Phone number \*

330 - 591 - 7828

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:

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 >>

[IRS Privacy Policy](#)

12

**OHIO STATE UNIVERSITY EXTENSION**

You may receive this screen. You can see from this example below that the IRS database may ask you to verify a slight change in address. There are three options you can choose.

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

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

**Verify your Physical Location.**

We have reviewed the [physical location](#) and checked it against our database. You may edit the address, accept it as entered, or accept the database version.

**You entered:**

3068 ERHART ROAD  
LITCHFIELD  
OH  
44253

[Edit Physical Location](#) [Accept As Entered](#)

**Found in our database:**

3068 ERHART RD Verify  
Street  
LITCHFIELD  
OH  
44253

[Accept Database Version](#)

[IRS Privacy Policy](#)

13

**OHIO STATE UNIVERSITY EXTENSION**

Complete the legal name... with the 4-H club or affiliates full name adding “of \_\_\_\_\_ County” if the county name is not already included in the name. County should populate but correct if needed. Select “Ohio” and complete start date (**Must be 2017**) select “Continue”

[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.

[Continue >>](#)


[IRS Privacy Policy](#)

14



OHIO STATE UNIVERSITY EXTENSION

Select “No” for all five questions, select “Continue”


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

**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? \*

Does your business involve gambling/wagering? \*

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

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

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

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

Before continuing, please review the information above.

[Continue >>](#)

**Help Topics**


[? What is Form 720?](#)

[IRS Privacy Policy](#)

15

OHIO STATE UNIVERSITY EXTENSION

This screen has several options. (This example is reduced to fit the screen)  
 Select “Other” at the very bottom and “Continue”


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

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

**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.


☐ 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

[<< Back](#)
[Continue >>](#)

[IRS Privacy Policy](#)



**THE OHIO STATE UNIVERSITY**  
 COLLEGE OF FOOD, AGRICULTURAL,  
 AND ENVIRONMENTAL SCIENCES

16


8



OHIO STATE UNIVERSITY EXTENSION

Select "Other" write "Education" in box and Select "Continue"

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

 **IRS.gov**

---

**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:


[IRS Privacy Policy](#)

17

OHIO STATE UNIVERSITY EXTENSION

Select "Receive letter online" if you have Adobe Reader.  
Otherwise select "Receive by mail" Select "Continue"

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

 **IRS.gov**

---


**EIN Assistant**

Your Progress:    1. Identify ✓    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.



[IRS Privacy Policy](#)

18

OHIO STATE UNIVERSITY EXTENSION

(1 of 2) You will receive this page. Check for accuracy

IRS.gov
Help | Apply for New EIN | Exit

**EIN Assistant**  
 Your Progress:    1. Identify ✓    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:	CATTLE RUSTLERS 4-H CLUB OF MEDINA COUNTY
County:	MEDINA
State/Territory:	OH
Start date:	JANUARY 2017

**Addresses**

Physical Location:	104 TOWNSHIP ROAD 1461 NEW LONDON OH 44851
Phone Number:	330-591-7828

**Responsible Party**

Name:	ALICIA MEEKS
-------	--------------

19

OHIO STATE UNIVERSITY EXTENSION

(2 of 2) Select "Submit"

**Principal Business Activity**  
 What your business/organization does:  
 Principal products/services:
 

	OTHER
	EDUCATION

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

Owns 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:	STARTED A NEW BUSINESS

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.

[IRS Privacy Policy](#)

20

OHIO STATE UNIVERSITY EXTENSION

## Choose “Click Here...” Save letter and select “Continue”



[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: **15-0000000**

Legal Name: **CATTLE RUSTLERS 4-H CLUB OF MEDINA COUNTY**

**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?](#)

[IRS Privacy Policy](#)

21

OHIO STATE UNIVERSITY EXTENSION

## Read and Select “Continue”



[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 <http://www.irs.gov/file/article/0,,id=111138,00.html>

[<< Back](#)


[Continue >>](#)

[IRS Privacy Policy](#)


22

OHIO STATE UNIVERSITY EXTENSION

# You have completed!




The screenshot shows the IRS.gov EIN Assistant interface. At the top, it says "EIN Assistant" and "Thank you for using the online EIN Assistant." There are links for "Help | Apply for New EIN | Exit" and "IRS Privacy Policy" at the bottom of the window.

 **THE OHIO STATE UNIVERSITY**  
COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

23

OHIO STATE UNIVERSITY EXTENSION

# Please provide a copy of the Confirmation Letter to your OSU Extension Office THANK YOU!

 **THE OHIO STATE UNIVERSITY**  
COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

24