



# ILLINOIS 4-H CLUB INTERNAL REVENUE SERVICE EMPLOYER IDENTIFICATION NUMBER REQUEST (EIN)

4-H is a public organization; therefore, all funds raised under the 4-H name and emblem are 4-H property intended for the benefit of all members. No single member, volunteer, committee or other group of individuals owns these monies.

As part of the University of Illinois responsibility as a land-grant institution to operate the 4-H Program, Illinois Extension 4-H Professionals have oversight over all 4-H Funds.

- 4-H Clubs can fully participate in 4-H activities without an Employer Identification Number (EIN).
- 4-H Clubs may hold \$100 or less cash-on-hand for club activities or events.
- 4-H clubs that maintain financial and meeting records through designated treasurer and secretary roles may apply for an EIN.
- SPIN clubs that are committed to providing long-term (multiple years) experiences and who elect officers (see above) are allowed to apply for an EIN.
- Cloverbud clubs may not maintain bank accounts or apply for an EIN; however, expenses may be managed through an affiliated traditional 4-H club.

Illinois Extension 4-H Professionals review and provide a printed copy of the following documents located on the Illinois 4-H Resource Library with the 4-H Leader and discuss deadlines:

- Club Fiscal Glossary of Forms
- Club Fiscal Glossary of Terms
- 4-H Club Fiscal Volunteer Diagram
- Treasurer Book
- Annual Financial Verification Report
- Annual Financial Verification Report Guide

The following documents must be completed in partnership with the local Illinois Extension 4-H Professionals to submit to the State 4-H Office at [Illinois4H@illinois.edu](mailto:Illinois4H@illinois.edu) (Forms missing information will be returned):

- EIN Request form
- Illinois 4-H Group Tax Exemption Authorization
- Articles of Organization

Best practice is for clubs to develop and submit an Annual Budget Worksheet and a two-year financial plan with the EIN application to support youth treasurer development, financial planning, and long-term fiscal sustainability.

By signing this document, club leaders confirm they have reviewed the materials and agree to comply with all policies, procedures, and deadlines set by Extension and Illinois 4-H administration. Failure to comply may result in revocation of the EIN and forfeiture of club funds to Illinois Extension 4-H.

## REQUIRED INFORMATION

Requested Club Name: \_\_\_\_\_  
The county name will appear before the club name, followed by "4-H Club." Example: Will Co Riders 4-H Club.

DATE CLUB REQUESTED EIN \_\_\_\_\_

CHARTER DATE \_\_\_\_\_

UNIT CONTACT NAME (PRINT FIRST AND LAST) \_\_\_\_\_

UNIT CONTACT EMAIL \_\_\_\_\_

COUNTY (LIST HOME CO. OF CLUB) \_\_\_\_\_

EXTENSION OFFICE MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

ZIP \_\_\_\_\_

UNIT STAFF SIGNATURE \_\_\_\_\_

VOLUNTEER LEADER SIGNATURE \_\_\_\_\_

