



NEW CLUB EMPLOYER IDENTIFICATION NUMBER (EIN) REQUEST



EIN Request Date: _____

Unit Contact Name _____ Email _____

Extension Office Mailing Address _____
Mailing Address. City Zip

County _____
(Units with combined counties list ONLY the county in which the club is physically located.)

Requested Club Name: _____

Documents that should be prepared when applying for an EIN:

EIN Request form

Illinois 4-H Group Tax Exemption Authorization

Articles of Organization

Unit Staff have reviewed the following with the Club Volunteers, and they are aware of financial policy procedures and deadlines:

Volunteer agrees to assist the club treasurer in maintaining the club's financial records

Volunteer and Club Treasurer have a Treasurer Book or know where it is located

Volunteer understands the Annual Financial Verification Report is due each year no later than September 30 and agrees to submit the completed materials by this date

The volunteer has received a copy of the Fiscal Forms tip sheet

The volunteer has received a copy of the Volunteer Leaders 4-H Club Treasury Checklist tip sheet.

Volunteer understands they will submit a copy of the Banking Institution name, account number, and signature card to the unit office within 30 days of opening accounts

Unit Staff Signature

Volunteer Leader Signature

