Online EIN Application Directions

Go to:

<https://www.irs.gov/>

1. Select “Employer ID Number (EIN)” box
2. Select “Apply for an EIN Online” box
3. Select “Apply Online Now” box
4. Select “Ok” on pop up box
5. Select “Being Application” box
6. Select “View Additional Types, Including Tax-Exempt and Governmental Organizations” circle
7. Select “Other Non-Profit/Tax-Exempt Organizations
8. Select “Continue” box
9. Select “Started a new business” circle
10. Select “Existing business” circle
11. Business Name - NEBRASKA 4-H FOUNDATION; EIN - 47-0469703; Select first circle “I am a responsible and duly authorized member or officer having knowledge of this organization’s affairs”
12. Enter the leader’s address and phone.  In the box, regarding a specific person with the organization, list the leader’s name.  Final question answer is no (all correspondence will go the leader).
13. Enter the name of the club as the Legal Name – Enter No Trade Name – County of Club – State – Date Club Started
14. Answer NO to all the questions on  “Tell us more about the Non-Profit”
15. Select “Other” circle
16. Select “Organization” circle
17. Select “Fundraising” circle – Type in “Youth Development Education” in the box
18. Select “Receive letter online”
19. Select “Continue”
20. Summary Page of what has been provided – Select “Continue”
21. Select “Submit” – **Only click once** (takes 2 minutes to process)
22. Congratulations page! Here you can download the EIN Confirmation letter and save to desktop or print
23. Select “Continue”
24. Explains use of EIN number and when you can use it (takes 2 weeks before EIN becomes part of IRS permanent records). Once you’ve read through this, select “Continue”
25. DONE