INSTRUCTIONS FOR COMPLETING FORM SS-4

The numbers in these instructions correspond to the numbers in the blocks on the form.
N/A should be noted where appropriate.
Enter BOLDED information in these instructions as written.

1 Garden Club name as it appears exactly on charter or other legal document
2 N/A
3 First name, middle initial, and last name of designated club officer
4a Street address of designated club officer (no P.O. Boxes, please)
4b City, state, and zip code of designated club officer
5a N/A
5b N/A
6 Club's parish and Louisiana
7a First name, middle initial, and last name of designated dub officer
7b Designated club officer's Social Security Number (Only used by IRS for verification purposes of the person requesting the EIN. The SSN will not be associated with the dub or BIN in any way.)
8a Put a check mark in the box next to "Other nonprofit organization (specify)", then enter Garden Club, and after "Group Exemption Number (GEN)" enter N/A 8b Leave blank
9 Put a check mark in the box next to "Other (specify)" and enter Nonprofit for banking purposes
10 Date dub began (if exact date is not known, give a good estimation)
11 N/A
12 N/A
13 "Agricultural" 0 "Household" 0 "Other" 0
14 Put a check mark in the box next to "Other (specify)" and enter Garden Club
15 Garden Club
16a Put a check mark in the box next to "No" unless SSN listed on this form has been used to obtain an EIN for another organization or business. In that case, check yes and complete 16b&c.
16b Leave blank
16c Leave blank

Third Party Designee section: Leave blank
Name and title of designated dub officer Officer's telephone number w/ area code
Sign and date Club or officer's fax number w/ area code

You may apply by calling a toll-free number called the Tete-TIN phone number. For Louisiana, that number is 1-800-829-4933. You will go through their automated system before reaching a real agent. The IRS agent will assign you an EIN at the time of the call. Please complete the form before calling. I was informed that if you call between 8:00 and 8:15 or 9:00 and 9:15 AM, in any time zone, especially on Wednesdays & Thursdays, there should be very little wait time to speak to someone. They will ask you all of the questions on the form. This usually takes less than ten minutes. Write the EIN the IRS representative gives you in the upper right-hand comer of the Form SS-4. In the past, after receiving the EIN over the telephone, you had to mail or fax the application to the IRS. This is no longer a requirement Please file the application in a safe place.

If you apply by mail, it will take 4 to 5 weeks to have your EIN assigned. The mailing address is: Internal Revenue Service, EP/EO Division, PO Box 2508, Cincinnati, OH 45201.
Please contact me if you have any questions.
Lena R. Bateman, lbateman5@bellsouth.net
318-757-6332 199 Weecama Rd., Ferriday 71334-4510