Instructions

Application For Employer Identification Number
(IRS Form SS-4)

Completion of IRS Form SS-4 is required for all student organizations that wish to have bank accounts in their organization’s name and/or who wish to receive funding from The Ohio State University. Often called a “federal ID number,” this number serves as a “social security number” for the organization.

The SS-4 should be completed and filed with the IRS as soon as an organization formally organizes and decides to open a bank account in its own name. If you have already opened an account under one of your member’s social security number, the federal ID number should be requested immediately and provided to your bank upon its receipt.

Securing the federal ID number is a simple process. IRS instructions are attached, as are additional instructions that will assist you in completing the form. Once you have filled in all the requested information and signed and dated the form, call the IRS at 1-800-829-4933. They will take your information over the phone and issue your federal ID number immediately. Write this number legibly in the upper right hand corner of the form next to EIN. Be sure to repeat the number back to assure that you wrote it down correctly. You will then receive a hard copy of the form by mail within a few weeks. Keep this with your organization’s financial records.
Additional Instructions For Completing Form SS-4

Line 1 Enter the name of your organization
Line 2 & 3 Enter “N/A”

Line 4a & 4b Use your permanent office address, if you have one. This address would be reliable for receiving mail year after year, such as a fraternity house, college department, adviser’s office or permanent office space. Do not use the home address of an officer, as students’ frequent address changes could cause important records to become lost. As a final option, use the Student Organization Resource Area whose address is listed at the top of this information sheet.

Line 5a & 5b Enter “N/A”

Line 6 Enter Franklin, Ohio
Line 7 Enter “N/A”

Line 8a Check “Other non-profit organization” and enter “educational”
Line 8b Enter “N/A”

Line 9 Check “Banking purpose” and enter “checking” or “checking/savings”

Line 10 Enter the date your organization formed

Line 11 Enter “June 30” for most organizations. Consult with us if you have any questions.

Line 12 If none, enter “N/A”

Line 13 Enter “none”

Line 14 Enter “University student organization”

Line 15 Check “no”

Line 16 Check “N/A”

Line 17 Check “N/A”

Print your name, title, phone number, fax number and sign the form at the end of the page. Should you have any additional questions, please call our office at (614) 292-8763.