

## HOW TO OBTAIN A FEDERAL EIN NUMBER FOR BANKING PURPOSES

Clubs and organizations who wish to open a checking account will need to obtain a Federal EIN number through the IRS on-line website

<http://www.irs.gov/businesses/small/article/0,,id=102766,00.html>

The Application for Employer Identification Number, form SS-4 takes only a few minutes to complete on-line. You will receive a provisional number immediately.

The following lines need to be completed:

- 1) **Lines 1-6, should be filled out:**
  - Line 1: WSC and club name (i.e. WSC Anderson Hall)
  - Line 2: Leave blank
  - Line 3: Advisor's Name
  - Line 4a: 1111 Main Street-Dept XXXX
  - Line 4b: Wayne, NE 68787
  - Line 6: Wayne, NE
- 2) **Line 8a** should be marked "Other nonprofit organization" (specify): Student Organization.
- 3) **Line 9** should be checked for "Banking purpose" (specific purpose): Checking Account.
- 4) **Line 10** can be filled out with today's date.
- 5) **Line 13** should have "0's" in each: agriculture, household, and other.
- 6) **Line 14** should be "other" Education and service.
- 7) **Line 15** can be filled out with "educational services and activities".
- 8) **Line 16a** should be checked yes or no.
- 9) **Line 16b-c** should be completed if the answer to 16a is yes.
- 10) **The final section should be completed with your name, title, phone and fax numbers, and today's date.**

### IMPORTANT NOTE

After obtaining the Federal EIN number, a Resolution of Lodge form should be obtained from the Director of Student Activities and Student Center. Both the Federal EIN number and the Resolution of Lodge form are necessary to establish a new bank account.