

## 4-H CHECKING ACCOUNTS

4-H clubs with:

- 5 members or more ages 5-18
  - 4-H enrollment form
  - 4-H medical release form (Preferred and Recommended, but not required)
- elected officers (if age appropriate)
- a club calendar of events
- a club/member roster
- a trained volunteer leader (with a 4-H volunteer application on file)

are eligible to receive an official 4-H club charter. Once the charter is approved the club is eligible to open a 4-H checking account.

A 4-H account **MUST** be opened if your club handles **ANY** money (program fees, dues, fundraisers, community service donations, etc.).

### **To receive an EIN:**

- Complete an SS-4 form (from the 4-H office)
- Fax it to 631/447-8960 or mail it in to Internal Revenue Service Center, Attn: EIN Operation, Holtsville, NY 11742.
- The adult treasurer's address should be used.
- The adult treasurer **MUST** have a completed 4-H volunteer application on file.
- In Field 11 (start date) put January 1<sup>st</sup>.
- In Field 12 (end date) put December 31<sup>st</sup>.
- The NC 4-H GEN Number is 2704.
- National 4-H Headquarters Tax ID: 52-1057382

Do NOT share this information with any other person, club or volunteer - even if they file for an EIN using the 4-H GEN it will NOT be approved without approval coming from the 4-H office.

**To Open An Account:** Take your EIN to the bank of your choice and open an account (do not use your personal SS #; use your EIN). Send a copy of your completed SS-4 (with your EIN) and your checking account info. (including the account number) to the 4-H office.

### **4-H Fundraisers**

Must complete a 4-H Funding Proposal which must be approved by the 4-H staff **BEFORE** the club can begin their fundraiser

All money should be receipted in a numbered, triplicate receipt book (available at your local office supply store). If you void a receipt all three of the receipts should be stapled together and remain in the receipt book.

Monthly Treasurers Report should be completed and presented to the club during their monthly meeting.

Any items valued at \$250 or more should be added to the inventory list on page 34.

Your club should have someone audit the books at the end of the year (a parent or other volunteer)

An annual financial report is REQUIRED – you should submit your entire Club Treasurer’s Record Book with pages 34 & 35 completed, your receipt book and bank statements, to the county 4-H office by January 15<sup>th</sup>. All of this information will be returned to the club for the club leader to keep on file.

### **Other Requirements**

If your club disbands, all funds and inventory must be returned to the county 4-H office.

Once approved by 4-H and the IRS, 4-H Clubs are a non-profit tax exempt organization (we are NOT a 501c3).

Please see the North Carolina 4-H Club Treasurer’s Record Book for additional information concerning 4-H checking accounts.

### **FORM 990-N**

Yearly, 4-H clubs must complete Form 990-N (e-Postcard) with the IRS by May 15<sup>th</sup>.

Visit [www.irs.gov](http://www.irs.gov) and in the keyword/search field type “990-N Information”. Select Form 990-N e-postcard. The click on the purple [here](#) button under how to file. Follow the instructions to:

- 1) Register as a new user (first year only)
  - a. Select Exempt Organization (4-H)
  - b. Enter your EIN
  - c. Select Next
  - d. Create a password.
  - e. Enter your contact information
  - f. Select Next
  - g. Check e-mail to receive e-Postcard link.
- 2) Follow the link in your e-mail and login with your password.
- 3) Click create your Form 990-N now.
- 4) A. Tax year beginning 1/1 and end 12/31.  
B. Typically answer No to the first question and yes to the second.
- 5) Your club’s legal name should appear along with your EIN
- 6) Select Next Page
- 7) Enter YOUR (adult club treasurer’s) home mailing address.
- 8) Leave the website address blank.
- 9) For Principal Officer Type select Person and enter YOUR (adult club treasurer’s) name and home mailing address.

If you do NOT have internet access, please contact the 4-H office to schedule a time to file your e-Postcard.