

# SS-4 INSTRUCTIONS FOR AED CHAPTERS

## Application for Employer Identification Number (EIN)

Information to assist you in filling out the Internal Revenue Service SS-4 Form (Rev. February 2006), which may be downloaded:

<http://www.irs.gov/pub/irs-pdf/fss4.pdf>

<http://www.irs.gov/pub/irs-pdf/iss4.pdf>

1. **Alpha Epsilon Delta** – Name of your chapter (State/Greek letter)  
Example: *Alpha Epsilon Delta – Virginia Epsilon*
2. N/A
3. Chapter Advisor's (Primary) name
4. a. & b.: Permanent address of chapter
5. N/A
6. **Harrisonburg, VA**
7. a. **Alpha Epsilon Delta**; 7.b.
8. a. Other non-profit organization (specify): **Educational**; ...(GEN): **1106**  
b. **District of Columbia**
9. Other (specify): **new subordinate unit of Alpha Epsilon Delta**
10. Your Charter Date
11. **May** or **June** (whenever you close your accounts for the school year)
12. N/A
13. **0** (# of employees) – check “no”
14. Leave this blank if you put “0” in line 13.
15. Leave this blank if you put “0” in line 13.
16. a. **No**  
b. N/A  
c. N/A

❖ **Be sure to have the Chapter Advisor sign and list title as Chapter Advisor.**

- ❖ NOTE: May apply for your EIN by phone: see info on back and IRS instructions-pg 2
- Fill out form, write in number given, sign & date—keep for your records
  - Will get confirmation

OR

- ❖ Send form to Internal Revenue Service Regional Office (See instructions)
- ❖ Please notify the AED National Office when you receive your EIN number.
- ❖ **Send IRS confirmation to the AED National Office & keep a copy for your records**

For assistance contact your local IRS office or connect to

[www.irs.gov/charities/index.html](http://www.irs.gov/charities/index.html)

## Employer ID Numbers (EIN) - How to Apply

You can apply for an EIN online, by telephone, fax or mail depending on how soon you need to use the EIN:

### **APPLY BY EIN Toll-Free Telephone Service**

Taxpayers can obtain an EIN immediately by calling the Business & Specialty Tax Line (800-829-4933). The hours of operation are 7:00 a.m. - 10:00 p.m. local time, Monday through Friday. An assistor takes the information, assigns the EIN, and provides the number to an authorized individual over the telephone.

### **APPLY BY FAX**

Taxpayers can FAX the completed Form SS-4 application to their state FAX number (see [Where to File - Business Forms and Filing Addresses](#)), after ensuring that the Form SS-4 contains all of the required information. If it is determined that the entity needs a new EIN, one will be assigned using the appropriate procedures for the entity type. If the taxpayer's fax number is provided, a fax will be sent back with the EIN within four (4) business days.

### **APPLY BY MAIL**

The processing timeframe for an EIN application received by mail is four weeks. Ensure that the Form SS-4 contains all of the required information. If it is determined that the entity needs a new EIN, one will be assigned using the appropriate procedures for the entity type and mailed to the taxpayer.

### **APPLY BY EIN ONLINE**

This [Internet EIN](#) (I-EIN) application is another avenue for customers to apply for and obtain an employer identification number. Once all the necessary fields are completed on the online form, preliminary validation is performed and the taxpayer will be alerted to information IRS needs that may not have been included. An EIN will be issued after the successful submission of the completed Form SS-4 online. ***Please note that not all business entity types may use this method.***

.....

\* You should receive confirmation. Advisor may call a local IRS office (see page 2 of Form SS-4 Instructions) or 1-800-829-4933 to verify your number or ask about the status of your application. If you lose your EIN, you may call the IRS and request an "Affirmation Letter". It will be sent to the Advisor "of record", which is updated by the National Office.

Alpha Epsilon Delta is exempt under section 501(c) 3 of the IRS Code – group ruling, all chapters are considered as sub-ordinates with their own Employer Identification Number (EIN). **Donations to your chapter are tax exempt and must be identified with your chapter's EIN, not our Society's national EIN.**

**Your chapter is required to file form 990 if your gross receipts are over \$25,000.** In that event, **you must notify us immediately** to be in compliance with the IRS and so we can have our National Treasurer assist you with filing requirements.

**Your chapter is required to notify the National Office in a timely manner of any change in Advisor/s or address/s in order to fulfill our IRS filing requirements (stay in compliance) and maintain our non-profit status.**