



Instructions:
**Chapters filing for Employee
Identification Number (EIN)**
Form SS-4

Background

Each Chapter needs to have their own EIN. The application process for obtaining your Chapter's EIN is easy and is outlined below. Attached you will find a completed "sample" document for your reference.

1. What is an Employer Identification Number (EIN) and why does my chapter need one?

- An EIN is a nine-digit number assigned to non-profit organizations for tax filing and reporting purposes.
- An EIN is for use in connection with chapter business activities only. Do not use your social security number in place of an EIN to conduct chapter business.
- In order to receive an EIN, chapters must complete IRS Form SS-4. (Form can be found via the National Office or on the website at www.GAPNA.org).

2. Who must complete the EIN Form SS-4?

- All Chapters must complete a Form SS-4 to apply for an EIN.
- Chapters that have already been actively using their own EIN do not need to apply for a new EIN.

3. How do I complete the Form SS-4?

- A completed sample form is both attached and available on GAPNA's Web site within the Chapters section.
- A blank form and instructions from the IRS are also attached and provided on the Web site.
- You may enter the information directly on the blank form at your computer, or you may print the form and enter the information by hand. The following lines must be completed:
 - Lines 1-7b – please fill in these lines.
 - Line 1 – enter the name of the chapter exactly as your bylaws states.
 - Line 2 – leave blank
 - Line 3 – enter the name of a chapter officer in authority. Usually this is the President or Treasurer.
 - Line 4a-4b – enter the mailing address. This is usually the Chapters prearranged PO Box or, if that is not yet acquired, it can be the officer's address from line 3.
 - Line 5a-5b – enter the address of the person listed in line 3 only if it is different than the address listed in 4a-4b
 - Line 6 – enter the county and state of the address listed in 4a-4b
 - 7a-7b – enter the name of the responsible party and his/her social security number. This is usually the same person listed in line 3.
 - Lines 8a-18 – GAPNA already filled in these lines for you. Copy them to your form.
 - EXCEPTION – Line 11 – please enter the date your Chapter was formed.
 - At the bottom, enter "Name and Title" and "Applicant's Telephone Number."
 - Print the form, sign and date it.

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East Holly Avenue, Box 56, Pitman, NJ 08071
Toll Free Phone: 866-355-1392 Fax: 856-589-7463
Email: GAPNA@ajj.com Website: www.GAPNA.org

4. What do I do with the completed form?

- Make a copy for your records.
- Send the completed form to:
Internal Revenue Service Center
Attn: EIN Operation
Cincinnati, OH 45999
- Or, you may fax the completed form to: 859-669-5760
- The IRS will respond to your request within 4 weeks of application.

5. Can I fill out the form online at the IRS Web site?

- GAPNA recommends that you **do not** submit the form online via the IRS Web site. We recommend that you file a hard copy per the instructions above.

6. How long does it take to receive an EIN?

- The IRS will send you an EIN within 4 weeks of the application. To verify a number or to ask about the status of your EIN application, you may call the IRS at 1-800-829-4933.

7. What do I do after we receive our EIN?

- After the IRS confirms your EIN, please notify GAPNA's National Office of your EIN number via the Financial Information Form (attached and available via the National Office).
- Record the number and keep it available and in a safe place for all future Chapter business.
- Notify your bank that you have a new EIN and ask the bank to convert your bank accounts to the new number.

If you have any questions, please call Sherry Dzurko, Association Services Manager, at 866-355-1392 or email GAPNA@AJJ.com.