

**IRS SS-4 Application for Employer Identification Number:
Completion Instructions**

The SS-4 Application for Employer Identification Number must be completed by all U.S. groups approved to become official chapters of the Honor Society of Nursing, Sigma Theta Tau International to obtain an Employer Identification Number.

The Employer Identification Number is issued by the government and is usually required to file federal reports, open bank accounts, apply for tax exemption status with your state, and qualify for reduced postal rates through the post office.

YOU NEED TO COMPLETE ONLY THE FOLLOWING **HIGHLIGHTED ITEMS**:

Item #	Description
1	STTI has completed this item for you. STTI headquarters will add your chapter name and number to line item 1.
2	Leave this item blank.
3	This can be the treasurer, president, or counselor. This person will also be the responsible party (line 7a and 7b) and sign the form at the bottom.
4a	Enter the chapter's permanent mailing address.
4b	
5a	
5b	
6	Enter county and state where chapter is located (based on chapter's permanent address)
7a	<ul style="list-style-type: none"> The responsible party can be the treasurer, president, or counselor. This should be the same person listed on line 3 and to sign the bottom of the form. Responsible Party as defined by the IRS: "All EIN applications (mail, fax, electronic) must disclose the name and Taxpayer Identification Number (SSN, ITIN, or EIN) of the true principal officer, general partner, grantor, owner or trustor. This individual or entity, which the IRS will call the "responsible party," controls, manages, or directs the applicant entity and the disposition of its funds and assets. If there is more than one responsible party, the entity may list whichever party the entity wants the IRS to recognize as the responsible party." ... "responsible party" is the person who has a level of control over, or entitlement to, the funds or assets in the entity that, as a practical matter, enables the individual, directly or indirectly, to control, manage or direct the entity and the disposition of its funds and assets. The ability to fund the entity or the entitlement to the property of the entity alone, however, without any corresponding authority to control, manage, or direct the entity (such as in the case of a minor child beneficiary), does not cause the individual to be a responsible party." http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Responsible-Parties-and-Nominees
7b	<ul style="list-style-type: none"> Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) of the Responsible Party
8a	STTI has completed this item for you.
8b	Not applicable, leave this item blank.
8c	Not applicable, leave this item blank.
9a	STTI has completed this item for you.
9b	Not applicable, leave this item blank.
10	STTI has completed this item for you.
11	Not applicable, leave this item blank.
12	STTI has completed this item for you.
13	Leave this item blank.

14	Leave this item blank.
15	Not applicable, leave this item blank.
16	Leave this item blank.
17	Leave this item blank.
18	<ul style="list-style-type: none"> • If the developing honor society has previously applied for and received an EIN, check yes and enter the previous EIN. • If not, check no.
Third Party Designee's information	
Name	Leave this item blank.
Telephone number	Leave this item blank.
Address & zip code	Leave this item blank.
Fax number	Leave this item blank.
Printed Name & Title	Enter the name, title, and contact information for the person listed in item 7.
Applicant telephone number	
Signature	
Date	
Applicant fax number	

Once you have completed the aforementioned sections, make a copy and mail the original SS-4 form to the attention of:
 Amy Wall
 Chapter Development Specialist
 Sigma Theta Tau International
 550 W. North Street
 Indianapolis, IN 46202
 USA

Because the form contains personal information, please send via UPS, FedEx, or the postal service using tracking.

STTI will submit your SS4 form to the IRS on your behalf. Because we need an original signature on this form, you will need to mail the signed form.

Emailed and faxed copies of the SS4 Form will not be accepted for submission to the IRS.

Once your form is processed by the IRS, the IRS will send a letter with your chapter's EIN to the chapter address you list on the SS4 Form. Please be sure to save a copy of the IRS letter for chapter records upon receipt. Each officer should be given a copy of the IRS letter. The chapter should scan and save a copy of the IRS letter for the chapter's electronic files.

If the IRS letter will be received by anyone other than your chapter leaders (i.e. the school's main campus or headquarters), be sure to alert the appropriate personnel to send copies of the IRS letter to the chapter leaders upon receipt.

(Note: STTI receives a listing of chapter EINs from the IRS only once per year. STTI does not receive a copy of your EIN letter from the IRS. If your letter is lost or misplaced, it may take several months for you to request and receive a replacement letter from the IRS.)

Please complete your SS4 Form as soon as possible. If you have questions, please contact:

Jennifer Paugh Hoffman
Chapter Development Manager
Direct line: 317.917.4934
Toll free: 888.634.7575 (US/Canada)
Fax: 317.634.8188
Email: jenny@stti.org

Amy Wall
Chapter Development Specialist
Direct line: 317.917.4948
Toll free: 888.634.7575 (US/Canada)
Fax: 317.634.8188
Email: amy@stti.org

DeShawn Easley
Chapter Development Specialist
Direct line: 317.917.4993
Toll free: 888.634.7575 (US/Canada)
Fax: 317.634.8188
Email: deshawn@stti.org

Thank you!