Instructions for Completing SS-4 (Rev. January 2010)

Application for Employer Identification Number (EIN) – for Iowa PTA units

Link to form to print: [www.irs.gov/pub/irs-pdf/fss4.pdf](http://www.irs.gov/pub/irs-pdf/fss4.pdf)

Link to online form: <https://sa1.www4.irs.gov/modiein/individual/index.jsp>

Iowa PTA holds a group tax exemption for our PTA units, so the only fields you need to complete on this form are as follows: 1-7a (7b – you are NOT REQUIRED to list your personal SSN); 8a, 9a, 10, 11, 12, 13, 17, 18, Name, title, phone number, and signature with date. Here is how these fields should be populated.

1. Name of PTA
2. Leave blank unless you want a secondary name
3. Name of PTA President
4. A. Street address of SCHOOL (so any mailings received from IRS don’t get lost) B. City, state, zip of SCHOOL (so any mailings received from IRS don’t get lost)
5. These can be left blank if mailing address and street address of the SCHOOL are the same.
6. County, Iowa for state
7. A. PTA President’s name
8. A. No
9. A. Other nonprofit organization (specify) – Parent Teacher Association
	* Group Exemption Number (GEN) if any – 0638
10. Reason for Applying – Other (specify) – Acquire EIN for nonprofit org
11. Current date of Date of organizational meeting
12. Month for end of Fiscal Year (end of school year?? – May, June, or July are suggested)
13. Enter “0” for each category (Agricultural, Household, Other)
14. SKIP
15. SKIP
16. SKIP
17. Type in “Advocacy for Children and Education”
18. No
	* Do Not fill out “Third Party Designee” section.
	* Name and title: PTA President’s name with title and phone number, their signature and date signing.