

## Instructions for Form SS-4

Every Church/Mission is required to have an Employer Identification Number (EIN) even if they do not have any employees. In addition to its use for bank accounts and any required reports to government agencies, this number identifies your church on the General Synod's list of affiliated/subordinate organizations.

1. **Legal Name of Entity:** This should be the official name of the church or mission, **as approved by Presbytery**. This will be the name under which your church was organized, or the name being used for the mission or mission activity.
  2. **Trade Name:** If you use a shorter name or different name, enter here.
  - 4a-6. Mailing address and street address, if different than the mailing address.
  - 7a. **Name of Principal Officers:** If your church or mission is incorporated under state law, use the name of the "President" or "Chairman" as appropriate. Otherwise, use the name of the Pastor/Mission Developer or Clerk of Session/Clerk of Provisional Session.
  - 7b. **SSN, ITIN or EIN:** Enter the Social Security Number of the Principal Officer.
  - 8a. **Type of Entity.** Check "Church or Church Controlled Organization." Group Exemption Number is 1848.
  - 8b. Complete Only if your church has incorporated.
  9. **Reason for Applying.** Check "Other" and if a new church, enter "Newly Formed Church." If an established church, enter "Initial Application for EIN."
  - 10-12. As applicable.
  13. **Highest Number of Employees.** Enter under "Other." The Pastor/Mission Developer should be counted as an "Employee."
  14. **Principal activity.** Check "Other." Enter "Religious Organization-Church."
  15. **Principal Lines:** Enter "Religious Organization-Church."
  - 16a-16c. As applicable.
- NOTE:** The application may be made by phone. Call 866-816-2065. The process is free.
- NOTE:** As soon as you receive the EIN from the Internal Revenue Service, report the name and EIN to Administrative Services.

[ehogan@arpsynod.org](mailto:ehogan@arpsynod.org)