

EIN Report Form

Chapter:

Name of Advisor:

Address:

Chapter EIN:

Note: The Internal Revenue Service requires that each subordinate unit of Eta Sigma Phi (i.e., each chapter) have its own EIN (Employee Identification Number), which the organization must report annually.

If your chapter does not have an EIN, you can apply for one on-line, by telephone, fax, or groundmail:

- Online: go to the IRS website at www.irs.gov/business and click on Employer ID Numbers.
- Telephone: Call the IRS at 1-800-829-4933
- Fax: Fax the IRS at 1-801-620-3253
- Mail: Complete Form SS-4 and mail it to the service center address for your state. See Form SS-4 Instructions for more information. A copy of this form is available on the Eta Sigma Phi website (www.etasigmaphi.us) under Forms.

Please return this form to:

Thomas J. Sienkewicz, Executive Secretary
Eta Sigma Phi
Department of Classics
Monmouth College
700 East Broadway
Monmouth, IL 61462

Phone: 309-457-2371

Fax: 815-346-2565

e-mail: toms@monm.edu