

# EXAMPLE LETTER

## No Employee Identification Number

*This letter may be used as an example by club/group managers whose club does NOT have their own Employee Identification Number (EIN) only because the club/group is fiscally managed under another organization. These clubs/groups will not fall under the group of Texas 4-H, Inc. Example of a club/group using this letter would be military 4-H clubs, not-for-profit boys/girls homes, in-school clubs (managed by the school).*

ANYWHERE 4-H CLUB  
123 MAIN STREET  
ANYWHERE, TX 12345

May 15, 2014

To Whom It My Concern,

The Anywhere 4-H Club does not have a separate Employee Identification Number due to the club being fiscally managed by the Anywhere Boys Home. As the club manager I attest that all financial matters related to the club are managed by the Boys Home and we do not manage any funds outside of our parent organization.

Contact information of our parent organization for verification purpose is:

Anywhere Boys Home  
c/o Mr. Mike Manager  
123 Main Street  
Anywhere, TX 12345

As a club we understand that we do not fall under Texas 4-H, Inc. for the purpose of not-for-profit status and if any monies are received and not managed by our parent organization or we separate from the parent organization, the club will need to acquire an EIN from the Internal Revenue Service.

Sincerely,  
Molly Manager  
Anywhere 4-H Club