Instructions for completing Form SS-4

Line 1 Enter the name of the club being organized

Line 2 Enter "N/A"

Line 3 Enter "N/A"

Line 4a & 4B Enter mailing address

Line 5a & 5B Enter "N/A"

Line 6 Enter county and state of business location

Line 7a Enter name of president at time of application

Line 7b Enter "N/A"

Line 8a When asked about type of entity:

Mark "Other: non-profit organization (specify)" and write "Service Organization 501(c)(4)." Where it says, "If non-profit organization, enter GEN (if applicable)" the GEN (Group Exemption Number) for Kiwanis International is 0026.

Line 8b Enter state

Where it says foreign country write "N/A"

Line 9 Choose: Start new business

Line 10 Enter date of organization

Line 11 Enter "September"

Line 12 Enter: "N/A"

Line 13 Enter: -0/-0/-0-

Line 14 Mark "Other (specify)" and write "Community service club"

Line 15 Enter "Provide charitable service"

Line 16a Answer no

Line 16b Enter "N/A"

Line 16c Enter "N/A"

Be sure to sign, date and include your telephone number on the bottom of the form. Please make a copy of the form for your records.