

UADA Policy 301.1
Policy for the Use of the Employer Identification Number

Purpose

The purpose of this policy is to establish authorized use of UADA's Employer Identification Number (EIN).

Policy

The EIN, commonly referred to as the Tax ID number, is a nine-digit number assigned by the Internal Revenue Service for tax filing and reporting purposes. It is a unique identifier, like a social security number for an individual.

UADA's EIN is used to identify the business activities of UADA. Although the EIN is public record, and as such is not secured, its use is restricted to official UADA purposes.

No organization affiliated with UADA may use the UADA EIN for any purpose, without prior authorization from the Associate Vice President for Finance and Administration. Inquiries regarding the appropriate use of UADA's EIN should be directed to the Associate Vice President for Finance and Administration.

Business activities of the Agricultural Development Council (ADC) of the University of Arkansas Foundation, the Arkansas 4-H Foundation, county 4-H foundations, Arkansas Extension Homemakers Council, and [professional associations](#) are distinct from UADA and as such are **unable** to use UADA's EIN.

4-H Clubs and Master Gardener groups are integral parts of UADA programs, with funds related to each group distinctly identified in UADA's accounting records. Each use of UADA's EIN by these groups is appropriate when approved by the Associate Vice President for Finance and Administration.