



Notification of 4-H VMO/Unit Name Change Form

Directions:

- Use this form to request changes to a 4-H unit or VMO's chartered name.
- Submit the form to the State 4-H Office. A letter notifying the IRS of the name change should be sent to IRS and a copy attached to this form. **For 4-H units and VMOs that have been assigned the standard CA 4-H EIN#, staff do NOT need to complete the template letter to IRS.*
- 4-H Unit or VMO and staff will complete and attach updated organizing documents (bylaws and constitution or operating procedures) reflecting unit name change with this form.
- Only 4-H units without an assigned EIN #, enter NA.

County:	
Current Name of 4-H VMO/Unit:	
New Name of 4-H VMO/Unit:	
Date of Name Change:	
4-H Unit Volunteer(s) or Other Persons in charge of VMO/Unit:	
EIN #:	

4-H Staff named below certify the above information is correct and that IRS letter (if applicable) and new 4-H unit/VMO organizing documents are completed and attached to this form.

4-H YDP Staff Approval: _____
(print/type name)

State 4-H Office Use Only: (If not applicable, enter NA)

- ☐ Received copy of letter sent to IRS: Date: _____ Staff Initials: _____
- ☐ Updates made to 4-H VMO/Unit EIN database: Date: _____ Staff Initials: _____
- ☐ Updates made to 4-H Enrollment System. Date: _____ Staff Initials: _____

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