

# Request for Public Inspection or Copy of Exempt Organization Tax Form

<b>1</b> Exempt organization's name and address (city and state). If a multiple request, please attach list of names, forms, and tax years.	<b>4</b> Employer identification number of exempt organization (if known) : : :
<b>2</b> For inspection of a return at an IRS district office, enter "Taxpayer Service" and the IRS district office address.	<b>5</b> Tax form requested <input type="checkbox"/> Form 990 or 990-EZ <input type="checkbox"/> Exemption application <input type="checkbox"/> Form 990-PF <input type="checkbox"/> Other (specify) ▶
<b>3</b> Requester's name, address, and telephone number	<b>6</b> Type of request <input type="checkbox"/> Photocopy <input type="checkbox"/> Aperture card of Form 990-PF <input type="checkbox"/> Inspection
<b>7</b> Tax year requested ▶ or <input type="checkbox"/> Latest return on file	<b>8</b> Date requested
<b>9</b> Document locator number (if known)	<b>10</b> Internal Revenue Service Center where tax form was filed
<b>11</b> IRS office where inspection will be made	

### IRS Use Only

<b>12</b> For returns files: <input type="checkbox"/> Copy of requested tax form is attached.	<input type="checkbox"/> We find no record of requested tax form.
<b>13</b> The tax form requested above was inspected (name of requester)	<b>15</b> IRS office where inspection was made
<b>14</b> Signature of employee present at inspection	<b>16</b> Date

## Instructions

**Paperwork Reduction Act Notice.**—We ask for the information on this form to carry out the Internal Revenue laws of the United States. We need the information to gain access to the return you requested in our files and properly respond to your request. If you do not furnish the information, we may not be able to fill your request.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is: **Recordkeeping**, 7 min.; **Learning about the law or the form**, 2 min.; **Preparing the form**, 17 min.; **Copying, assembling, and sending the form to the IRS**, 14 min. If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the **Internal Revenue Service**, Attention: Tax Forms Committee, PC:FP, Washington, DC 20224. **DO NOT** send this form to this address. Instead, see **Where To File**.

**Purpose of Form.**—Use Form 4506-A to request a copy of or to inspect an exempt organization's return or approved exemption application. Also use it to request an aperture card (a type of microfiche) of Forms 990-PF.

The cost for a copy of each return or exemption application is \$1.00 for the first page and \$.15 for each additional page. The cost for an aperture card for each Form 990-PF is \$1.00 for the first card and

\$ .18 for each additional card. If your cost is over \$50, we will ask for payment in advance.

There is no charge to inspect a return at an IRS office. You may inspect the return at any IRS district office or at the IRS National Office in Washington, DC.

**Where To File.**—If you want to inspect a return or an approved exemption application or get a copy of an application, send Form 4506-A to the District Director (Attention: Disclosure Officer) of the district in which you want to inspect the return or application or in which you reside. If you want to inspect the return or application at the IRS National Office, send the request to the Commissioner of Internal Revenue, Attention: Freedom of Information Reading Room, 1111 Constitution Avenue, NW, Washington, DC 20224. The office handling your request will contact you when the form or application is available for inspection or you will receive the copy by mail.

For a copy of an organization's return, send Form 4506-A to the **Internal Revenue Service Center** for the place where the organization's principal office is located.

**If the organization's principal office is located in:**

Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee

**Send your request for copies of returns to:**

Atlanta, GA 39901

Arizona, Colorado, Kansas, New Mexico, Oklahoma, Texas, Utah, Wyoming	Austin, TX 73301
Indiana, Kentucky, Michigan, Ohio, West Virginia	Cincinnati, OH 45999
Alaska, California, Hawaii, Idaho, Nevada, Oregon, Washington	Fresno, CA 93888
Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont	Holtsville, NY 00501
Illinois, Iowa, Minnesota, Missouri, Montana, Nebraska, North Dakota, South Dakota, Wisconsin	Kansas City, MO 64999
Delaware, Maryland, New Jersey, Pennsylvania, Virginia, District of Columbia, any U.S. possession, foreign country	Philadelphia, PA 19255

**Line 1.**—Enter the organization's official name (that is, the name under which exempt status was approved). If you do not enter the official name, we may not be able to locate the requested return.

**Lines 2 and 11.**—To inspect a return at a district office, complete line 2; do not complete line 11. To inspect a return or exemption application at the National Office or to inspect an exemption application at a district office, complete line 11; do not complete line 2.

**Line 5.**—If you are requesting a copy of a form or other item not listed, check the "Other" box and write in the form number or other item.

**Line 7.**—If a specific tax year is needed, enter the year. If not, check the box for the latest return filed.

