

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

**1** Exempt organization's name and address (city and state). If a multiple request, please attach list of names, forms, and tax years.

**2** Requester's name, address, and telephone number

**3** Employer identification number of exempt organization (if known) ▶ : \_\_\_\_\_

**4** IRS form requested:     Exemption application     Form 990 or 990-EZ     Form 990-PF  
     Other (specify) ▶ \_\_\_\_\_

**5** Type of request:     Copy                                     Aperture card of Form 990-PF                                     Inspection

**6** Tax year requested ▶ \_\_\_\_\_ or  Latest return on file

**7** Date requested \_\_\_\_\_

**8** Document locator number (if known) \_\_\_\_\_

### IRS Use Only

**9** For returns files:     Copy of requested form is attached                                     We find no record of requested form

**10** The form requested above was inspected by (name of requester) \_\_\_\_\_

**11** IRS office where inspection was made \_\_\_\_\_

**12** Signature of employee present at inspection \_\_\_\_\_

**13** Date \_\_\_\_\_

## General Instructions

### Purpose of Form

Use Form 4506-A to request:

- A copy of an exempt organization's return or exemption application,
- An aperture card (a type of microfiche) of Forms 990-PF, or
- An inspection of an exempt organization's return or exemption application, at an IRS district office or the IRS National Office.

### How Much Will It Cost?

You may inspect a return or exemption application at an IRS office free of charge. If you want a copy of an

item or an aperture card, use the following chart to determine the cost.

IF you want ...	THEN the cost is ...
A copy of a return or an exemption application	<ul style="list-style-type: none"> <li>● \$1.00 for the first page and</li> <li>● \$ .15 for each additional page</li> </ul>
An aperture card	<ul style="list-style-type: none"> <li>● \$1.00 for the first card and</li> <li>● \$ .18 for each additional card</li> </ul>

**Note:** *If your cost is over \$50, we will ask for payment in advance.*

## Where To File

Use the following chart to determine where to file Form 4506-A.

IF you want ...	THEN file Form 4506-A with the ...
To inspect a return or an exemption application at an IRS district office*	District Director of that district Attention: Disclosure Officer
To inspect a return or an exemption application at the IRS National Office*	Commissioner of Internal Revenue Attention: Freedom of Information Reading Room 1111 Constitution Avenue, NW Washington, DC 20224
A copy of an exemption application	Customer Service Ohio Key District Office P.O. Box 2508, Room 4010 Cincinnati, OH 45201
A copy of a return	Internal Revenue Service Center Ogden, UT 84201
An aperture card	Internal Revenue Service Center 11601 Roosevelt Blvd. Philadelphia, PA 19154

\* The office handling your request will contact you when the item is available for inspection.

## Specific Instructions

### 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 form.

### Line 4

If you are requesting a copy of a form or other item not listed, check the "Other" box and enter the form number or other item.

### Line 6

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

**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.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by the Internal Revenue Code section 6103.

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** . . . . . 3 min.
- Preparing the form** . . . . . 13 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 Tax Forms Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. **DO NOT** send the form to this address. Instead, see **Where To File** on this page.

