

Questions and answers about Self-Declarers Questionnaire

The following are answers to some general questions the IRS has received about completing the Self-Declarers Questionnaire:

1. What is the purpose of the questionnaire?

The questionnaire is part of IRS Exempt Organizations' ongoing efforts to increase voluntary compliance. In this initiative, we are looking at organizations that have not applied to the IRS for recognition of exemption, but are claiming tax exemption under section 501(c)(4), (5) or (6) of the Internal Revenue Code and have filed Form 990 for the 2010 and/or 2011 tax year. Responses to this questionnaire will help us learn more about such self-declared 501(c)(4), (5) and (6) organizations and determine whether they are complying with applicable tax-exempt law.

2. Who may complete the questionnaire?

The IRS has mailed letters to more than 1,300 organizations that have self-declared themselves as tax-exempt under section 501(c)(4), 501(c)(5) or 501(c)(6), asking them to complete the questionnaire online. Only organizations that receive the letter may complete and submit this questionnaire. Completing the questionnaire is optional, but encouraged.

3. Can I print out a copy of the questionnaire?

Yes, you can open and print out a [reference-only copy](#) from the Self-Declarers Questionnaire web page. Although you cannot file a paper copy, you may wish to reference the paper copy as you complete the questionnaire online. After completing the questionnaire online you can print out a copy, which includes your responses, before submitting it to the IRS.

4. How much time does an organization have to complete the questionnaire?

60 days from the date of the cover letter. If additional time is needed, we will grant up to an additional 30 days to respond.

5. Is the questionnaire part of an exam?

This questionnaire is part of a voluntary compliance check, not an examination. We are not reviewing your books and records, contacting third parties or requesting verification of the information you provide. Although your organization may choose not to complete and submit the questionnaire, we may refer your organization for an examination if it does not do so. See [Publication 4386, Compliance Checks](#), for more information.

6. Will the information submitted online be kept secure and private?

Yes, the online site is secure. In the [Instructions for the Self-Declarers Questionnaire](#), an organization is provided security information for access - PIN, password and source ID.

7. Do I have to complete the questionnaire in a single session?

No. You can enter responses online over a period of time. After saving the latest page completed, exiting the questionnaire and closing the browser window, you can log back in to enter new information or change your previous responses. After the due dates (and extended due dates) for completing the questionnaires have passed, the IRS will collect all responses and allow no further access to the online questionnaire or opportunity for revisions.

Last updated: March 18, 2013