



Department of Treasury  
Internal Revenue Service  
Ogden, UT 84201-0016



JOHN SMITH  
ABC COMPANY  
22 BOULDER STREET  
HANSON, CT 00000-7253

<b>Notice</b>	CP120
<b>Tax period</b>	Month 99, 9999
<b>Notice date</b>	Month 99, 9999
<b>Employer ID number</b>	99-9999999
<b>To contact us</b>	Phone 1-801-620-6348 (not a toll-free number) Fax 1-801-620-3253 (not a toll-free number)

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Important message about your Month 99, 9999 Form 999-99

## Confirmation of tax-exempt status required

By filing Form 999-99 you're indicating that your organization received tax-exempt status from the IRS. However, we have no record of recognizing your organization as exempt. To confirm your organization's filing status, please follow the instructions in this notice. Otherwise, please apply for tax-exempt status, or file the correct tax return.

### What you need to do

Mail or fax us a copy of the letter the IRS provided you or your parent organization recognizing your tax-exempt status. Use the address or fax number at the top of this notice.

#### If you want to apply for tax-exempt status

- Complete the appropriate application for your organization:
  - 501(c)(3) organizations complete an Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code (Form 1023).
  - 501(a) organizations complete an Application for Recognition of Exemption Under Section 501(a) (Form 1024).
- Complete a User Fee for Exempt Organization Determination Letter Request (Form 8718).
- Submit your completed application and Form 8718 with a check or money order for your user fee to:  
Internal Revenue Service  
P.O. Box 12192  
Covington, KY 41012-0192

If you need assistance with the application process, review Tax-Exempt Status for Your Organization (Publication 557), or call an IRS representative at 1-877-829-5500, toll-free. Download applications, forms, and resources from [www.irs.gov](http://www.irs.gov), or call 1-800-829-3676 to request copies.

#### If you don't qualify or want to apply for tax-exempt status

Complete and submit the appropriate federal income tax form:

- U.S. Corporation Income Tax Return (Form 1120), or
- U.S. Income Tax Return for Estates and Trusts (Form 1041).

Download forms as well as instructions from [www.irs.gov](http://www.irs.gov), or call 1-800-829-3676 to request copies.

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## **Additional information**

- Visit [www.irs.gov/cp120](http://www.irs.gov/cp120).
- For tax forms, call 1-800-TAX-FORM (1-800-829-3676).
- Keep this notice for your records.

If you need assistance, please don't hesitate to contact us.