

Request for Public Inspection or Copy of Exempt Organization Tax Form

1 Name and address of exempt organization <i>(If a multiple request, please attach list of names, forms, and periods)</i>	4 Employer identification number of exempt organization <i>(If known)</i>	
2 Mail copies to <i>(Show Taxpayer Service, and district or local IRS office address)</i>	5 Tax form requested <input type="checkbox"/> Form 990 <input type="checkbox"/> Form 990-PF <input type="checkbox"/> Other	8 Date requested
	6 Type of request <input type="checkbox"/> Photocopy <input type="checkbox"/> Inspection	9 Document locator number <i>(If known)</i>
3 Requester <i>(Name, address, and telephone number)</i>	7 Tax year requested _____ or <input type="checkbox"/> Latest return on file	10 IRS service center where tax form was filed
		11 IRS office where inspection will be made

IRS Use Only

12 For returns files: Copy of requested tax form is attached. We find no record of requested tax form.

13 The tax form requested above was inspected <i>(Name of requester)</i>	15 IRS office where inspection was made
14 Signature of employee present at inspection	16 Date

Instructions

Paperwork Reduction Act Notice.—We ask for this information 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 minutes
- Learning about the law or the form.** 2 minutes
- Preparing the form** 17 minutes
- Copying, assembling, and sending the form to IRS** 14 minutes

If you have comments concerning the accuracy of these time estimates or suggestions for making this form more simple, we would be happy to hear from you. You can write to the **Internal Revenue Service**, Washington, DC 20224,

Attention: IRS Reports Clearance Officer, TR:FP; or the **Office of Management and Budget**, Paperwork Reduction Project (1545-0495), Washington, DC 20503.

This form can be used to request a copy or to inspect an exempt organization return.

If a copy of the return is requested, there will be a charge of \$1 for the first page and \$.15 for each additional page. If your request will cost less than \$50 and you do not include the payment at the time you make the request, we will bill you for the amount when we send your copies. If your request costs \$50 or more, we will bill you prior to sending your copies.

There is no charge for inspection of a return at an IRS office.

Item 1—The name of the organization should be the official name (that is, the name under which exempt status was recognized). If it is not used, we may not be able to locate the return being requested.

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