

# Request for a Copy of Exempt Organization IRS Application or Letter

Information about Form 4506-B and its separate instructions is at [www.irs.gov/form4506ab](http://www.irs.gov/form4506ab).

**TIP** Exempt organization determination letters issued 2014 and subsequent are available for inspection at [www.irs.gov/teos](http://www.irs.gov/teos) (see instructions).

- **Submission requirements.** Complete this form then use the "Submit Form" button at the bottom of the page to submit via email. This form must be used to request copies of exemption applications and/or determination letters. All other form or letter requests will not be accepted (see instructions).
- **Internet.** Form 8871, Political Organization Notice of Section 527 Status, and Form 8872, Political Organization Report of Contributions and Expenditures, are available for inspection at [www.irs.gov/polorgs](http://www.irs.gov/polorgs).
- **Public disclosure by the organization.** Exempt or political organizations must make their returns, reports, notices, and exempt applications available for public inspection. You can visit the organization to inspect the material instead of requesting it from the IRS. The organization may be able to provide copies to you.

**1 Requester.**

First name		Last name	
Phone	Ext	Date (MM/DD/YYYY)	
Street address line 1		Street address line 2	
City or town	State or province	Country	ZIP or foreign postal code

**2 Exempt organization.** Complete a separate Form 4506-B for each organization.

Name			Employer identification number
Street address line 1		Street address line 2	
City or town	State or province	Country	ZIP or foreign postal code

**3 Category of requester:**  Commercial user  Non-commercial scientific institution  Media  
**You must check a box.**  Educational institution  All others \_\_\_\_\_ Name of media outlet

**4 Reason for request.** All requesters, except commercial users, must provide an explanation of how the records will be used to avoid being charged the commercial rate.

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**5** Check the box(es) for the item(s) you are requesting. You may request more than one item. If you check "other," you must indicate the specific item(s) you are requesting on the lines provided. See instructions for more information. **Do NOT use this form to request copies of returns, reports or notices. Use Form 4506-A, Request for a copy of Exempt or Political Organization IRS Form.**

- Application for exemption** (Most recent Forms 1023, 1023-EZ, 1024, 1024-A, etc. and associated documents such as Articles of Incorporation, Bylaws, etc.)
- Exemption determination letter only** (Most recently issued letter)
- Affirmation letter** (Currently dated letter affirming exempt status)
- Other** (Publicly disclosable applications and letters not listed above, such as requests made on Form 8940, group exemption requests, etc.)

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