Form **4506-A** (Rev. August 1997) Department of the Treasury Internal Revenue Service

Request for Public Inspection or Copy of Exempt Organization IRS Form

OMB No. 1545-0495

1 Exempt organization's name and address (city and state). If a multiple request, please attach list of names, forms, and tax years. Requester's name, address, and telephone number 3 Employer identification number of exempt organization (if known) ▶ ☐ Exemption application Form 990 or 990-EZ Form 990-PF 4 IRS form requested: ☐ Other (specify) ► Copy Inspection 5 Type of request: □ Aperture card of Form 990-PF Latest return on file 6 Tax year requested ▶ 7 Date requested 8 Document locator number (if known) IRS Use Only ☐ Copy of requested form is attached **9** For returns files: ☐ 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 item or an aperture card, use the following chart to **General Instructions** determine the cost. Purpose of Form Use Form 4506-A to request: IF you want ... THEN the cost is ... • A copy of an exempt organization's return or • \$1.00 for the first page and exemption application, A copy of a return or an exemption • \$.15 for each additional page • An aperture card (a type of microfiche) of Forms application 990-PF, or • An inspection of an exempt organization's return or An aperture card \$1.00 for the first card and exemption application, at an IRS district office or the • \$.18 for each additional card IRS National Office. **How Much Will It Cost?** You may inspect a return or exemption application at Note: If your cost is over \$50, we will ask for payment an IRS office free of charge. If you want a copy of an in advance.

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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.