

# Form 8976, Notice of Intent to Operate Under Section 501(c)(4) Screenshots from the online system | Updated January 13, 2017

Select "501(c)(4)" from Organization dropdown

The screenshot shows the IRS online system interface. At the top left is the IRS logo. The top right shows the user is logged in as 'wang, Zhou' with links for 'Edit Login Information' and 'Logoff'. The main content area is titled 'Main Menu' and contains the instruction 'Choose from the options below for the function you wish to perform.' There are two main sections: 'Start or Resume an Application' and 'Additional Activities'. Under 'Start or Resume an Application', there is a question 'Which application would you like to complete?' followed by a dropdown menu for organization type. The dropdown is open, showing options '<Choose Organization Type>', '501(c)(4)', and 'CPEO'. The '501(c)(4)' option is selected. To the right of the dropdown is a 'Select' button. Below this is the 'Additional Activities' section, which includes a 'Secure Mailbox' option with a 'Select' button. In the top right corner of the main menu area, there is a 'My Information' box that says 'No License Information Available'.

Having technical issues? Contact the Helpdesk at 855-IRS-REGS (855-477-7347).

Select "Form 8976..." from the Application dropdown.

This screenshot is similar to the first one, showing the same IRS online system interface. The user is still logged in as 'wang, Zhou'. In the 'Start or Resume an Application' section, the organization type dropdown is now set to '501(c)(4)'. Below it, there is another dropdown menu for application type. This dropdown is open, showing options '<Choose Application>', '<Choose Application>', and 'Form 8976, Notice of Intent to Operate Under Section 501(c)(4), OMB No.1545-2268'. The 'Form 8976...' option is selected. To the right of this dropdown is a 'Select' button. The 'Additional Activities' section and the 'My Information' box remain the same as in the first screenshot.

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Screen which displays if a user has previously started a Form 8976 on this account. If the user has not previously begun this type of application, this screen will not display.

The screenshot shows the IRS online system interface. At the top left is the IRS logo. At the top right, it says "Logged in as wang, Zhou" with links for "Edit Login Information" and "Logoff". Below this is a "Main Menu" section with the instruction "Choose from the options below for the function you wish to perform." To the right of the menu is a "My information" box containing "No License Information Available".

The "Start or Resume an Application" section is active, showing a list of applications. The first application is "501(c)(4)" and the second is "Form 8976, Notice of Intent to Operate Under Section 501(c)(4), OMB No.1545-2268".


A modal dialog box is displayed in the center of the screen, titled "You Have an Incomplete Application: Form 8976, Notice of Intent to Operate Under Section 501(c)(4), OMB No.1545-2268". The dialog asks "What do you want to do?" and provides two options:

- Start a New Application** (Please note this will overwrite any existing application.) [Select]
- Resume Working on the Incomplete Application** [Select]

There is also a "Close" button at the bottom of the dialog.

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## Gather Your Information screen

 Logged in as **wang, Zhou**  
[Edit Login Information](#) | [Logout](#)

**Gather Your Information**

- Basic Information**
- Mailing Address Information
- Organization Information
- Review Your Information

### Form 8976, Notice of Intent to Operate Under Section 501(c)(4), OMB No.1545-2268 - General Information

Before you begin entering your information into the online Form 8976, Notice of Intent to Operate Under Section 501(c)(4), be sure you have the following information available:

- Employer Identification Number (EIN)
- Name of Organization
  - Name of Organization
  - Mailing Address
- Date of Organization
- State of Organization
- Filing Year Month
- Organization Statement of Purpose

Once you gather all of your information, just follow the steps to obtain your Notice of Intent to Operate Under Section 501(c)(4).

- 1. Enter Your Organization Information** — Complete the online form by providing your organization name, EIN, address, and other organizational information. You will also attest to the accuracy of the information provided and your authority to submit the information on behalf of the organization. The system will then provide you with an online identification number and a hyperlink to Pay.gov to make your payment.
- 2. Make Your Payment** — Once you have clicked the hyperlink to Pay.gov, you will provide the following information: Name of Individual submitting user fee, Contact Email Address, Organization Name, EIN, Online Application Number and user fee of \$50.00 by credit card or direct debit.
  - The Application Number needed to complete your payment will be provided to you when you successfully submit this online form.
- 3. Get Your Notice Acknowledgement** — after the bank confirms your payment and IRS validates your organization's information and eligibility, you will receive an acknowledgement notice within 60 days. This acknowledgement is not a determination by the IRS that you qualify as tax-exempt under IRC Section 501(a) as an organization described in Internal Revenue Code (IRC) under Section 501(c)(4).

**Note:** The system will automatically save the information submitted; you will not be required to save when exiting. When returning to the form to finish your submission, you will receive a pop-up with the following options: "Resume Working on an Incomplete Notice" and "Start a New Notice".

*The IRS may communicate information electronically to the account of the individual submitting the notice. This includes sending the acknowledgement of receipt of the notice. Organizations should ensure that the individuals submitting the notice are authorized by the organization to receive this information.*

[Next](#) [Return to Main Menu](#)

## Basic Information screen

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The screenshot shows the IRS website header with the IRS logo and the text "Logged in as wang, Zhou" and "Edit Login Information | Logoff". The main content area is titled "Form 8976, Notice of Intent to Operate Under Section 501(c)(4), OMB No.1545-2268 - Basic Information". On the left, there is a navigation menu with "Mailing Address Information" selected. The main form area contains a heading "Form 8976, Notice of Intent to Operate Under Section 501(c)(4), OMB No.1545-2268 - Basic Information" and a sub-heading "Basic Information". Below this, there is a paragraph: "Please enter the basic information of the organization submitting this Form 8976, Notice of Intent to Operate Under Section 501(c)(4). Do not abbreviate your name of organization. Do not include dashes in the EIN." The form fields include: "Name of Organization" (text input), "EIN" (text input), and "Confirm EIN" (text input). At the bottom of the form area are buttons for "Previous", "Next", and "Return to Main Menu".

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## Mailing Address screen

The screenshot shows the IRS website header with the IRS logo and the text "Logged in as wang, Zhou" and "Edit Login Information | Logoff". The main content area is titled "Form 8976, Notice of Intent to Operate Under Section 501(c)(4), OMB No.1545-2268 - Mailing Address Information". On the left, there is a navigation menu with "Mailing Address Information" selected. The main form area contains a heading "Form 8976, Notice of Intent to Operate Under Section 501(c)(4), OMB No.1545-2268 - Mailing Address Information" and a sub-heading "Mailing Address Information". Below this, there is a paragraph: "Enter the Organization's Mailing Address below. Include the suite, room, or other unit number after the street address. If the Post Office does not deliver mail to the street address and the organization has a P.O. Box, enter the box number instead of the street address." The form fields include: "Address Line1" (text input), "Address Line2" (text input), "Address Line3" (text input), "Zip Code:" (text input), "City:" (text input), "State:" (dropdown menu), and "Country:" (dropdown menu with "United States" selected). At the bottom of the form area are buttons for "Back", "Next", and "Return to Main Menu".

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## Organization Information screen

# Form 8976, Notice of Intent to Operate Under Section 501(c)(4) Screenshots from the online system | Updated January 13, 2017

The screenshot displays the IRS Form 8976 online system interface. At the top left is the IRS logo. The top right shows the user is logged in as 'wang, Zhou' with links for 'Edit Login Information' and 'Logoff'. A left-hand navigation menu includes 'Gather Your Information', 'Basic Information', 'Mailing Address Information', 'Organization Information' (which is highlighted), and 'Review Your Information'. The main content area is titled 'Form 8976, Notice of Intent to Operate Under Section 501(c)(4), OMB No.1545-2268 - Organization Information'. Below this title is a section for 'Organization Information' with the instruction 'Provide the information related to your organization below.' The form contains five required fields, each marked with a red asterisk and a help icon: 'Date of Organization' (text input with '(mm/dd/yyyy)' placeholder), 'State of Organization' (dropdown menu), 'Country of Organization' (dropdown menu with 'United States' selected), 'Filing Year Month' (dropdown menu), and 'Organization Statement of Purpose' (dropdown menu). At the bottom of the form are three buttons: 'Back', 'Next', and 'Return to Main Menu'.

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## Review Your Information screen

(users may click the Edit button to jump to the screen to edit the information in that section)

**IRS**

Logged in as wang, Zhou  
[Edit Login Information](#) | [Logoff](#)

**Form 8976, Notice of Intent to Operate Under Section 501(c)(4), OMB No.1545-2268 - Review your Information**

You are almost finished. Carefully review your information below. If it is correct, select "Submit".

<b>Notice</b>	License Type: 501c4	Submission Date: 01/12/2017	
<b>Basic Information</b>	Organization Name: abcd	EIN: *****	<a href="#">Edit</a>
<b>Mailing Address Information</b>	Mailing Address	123 Main Street ARLINGTON, Virginia 22204 US	<a href="#">Edit</a>
<b>Organization Information</b>	Date of Organization (mm/dd/yyyy)	01/01/2000	<a href="#">Edit</a>
	State of Organization	Alaska	
	Country of Organization	United States	
	Filing Year Month	03-March	
	Organization Statement of Purpose	Social Welfare / Civic League	

[Previous](#) [Submit](#) [Return to Main Menu](#)

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Clicking "Submit" on the Review Your Information screen bring the user to the Jurat page

IRS

Logged in as wang, Zhou  
[Edit Login Information](#) | [Logoff](#)

Gather Your Information  
Basic Information  
Mailing Address Information  
Organization Information  
**Review Your Information**

### Form 8976, Notice of Intent to Operate Under Section 501(c)(4), OMB No.1545-2268 - Attest to Information

Review and agree to the statement below before submitting your form.

I attest that the information provided is correct and that I have the authority to submit this information.

[Previous](#) [Submit](#) [Return to Main Menu](#)

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Screen that displays when the Form 8976 has been submitted without errors

IRS

Logged in as wang, Zhou  
[Edit Login Information](#) | [Logoff](#)

### Summary Report and Next Steps

Your Form 8976, Notice of Intent to Operate Under Section 501(c)(4) has been submitted. Click on "View PDF Summary Report" and print this report for your records. Select "Main Menu" to return to the Main Menu.

You are required to pay the amount below for your notice to be processed. [Visit Pay.gov to fill out the form and pay your fee.](#) It is imperative that you use the information provided below when submitting your payment. Providing invalid information to Pay.gov may prevent your payment from being applied to this notice. This submission is not considered a request for a determination by the IRS that you qualify as tax-exempt under IRC Section 501(a) as an organization described in IRC Section 501(c)(4). Press "Main Menu" to return to the main menu.

Application Number	EIN	Fee Description	Fee Amount
10339	246824682	Form 8976, Notice of Intent to Operate Under Section 501(c)(4)	\$50.00
Total Amount Due:			\$50.00

[Main Menu](#) [View PDF Summary Report](#)

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# Form 8976, Notice of Intent to Operate Under Section 501(c)(4) Screenshots from the online system | Updated January 13, 2017

Upon returning to the Main Menu, the user will see the submitted Form 8976 under View Application Status.

**IRS**

Logged in as **wang, Zhou**  
[Edit Login Information](#) | [Logoff](#)

**Main Menu**

Choose from the options below for the function you wish to perform.

**My Information**  
No License Information Available

**Start or Resume an Application**  
Which application would you like to complete?  
<Choose Organization Type> ▾  
<Choose Application> ▾ **Select**

**View Application Status**

<b>501(c)(4) - Form 8976, Notice of Intent to Operate Under Section 501(c)(4), OMB No.1545-2268</b>	Status: Open	<b>Details</b>
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**Additional Activities**

<b>Outstanding Payments (1)</b>	<b>Select</b>
<b>Secure Mailbox</b>	<b>Select</b>

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