

# Instructions for Form 4506-B



Department of the Treasury  
Internal Revenue Service

(November 2021)

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

Section references are to the Internal Revenue Code unless otherwise noted.

### Future Developments

For the latest information about developments related to Form 4506-B and its instructions, such as legislation enacted after this form and instructions were published, go to [www.irs.gov/form4506ab](http://www.irs.gov/form4506ab).

### What's New

Determination letters issued 2014 or later are available on Tax Exempt Organization Search (TEOS), [www.irs.gov/teos](http://www.irs.gov/teos).

### General Instructions

#### Purpose Of Form

Use Form 4506-B to request under Section 6104:

- A copy of an exempt organization's exemption application or letter.

Don't complete Form 4506-B to get copies of the following forms and information:

- Copies of an exempt or political organization's return, report, or notice (Form 990, 990-PF, 990-T, etc.) can be requested by submitting Form 4506-A, Request for a Copy of Exempt or Political Organization IRS Form, or if received in 2017 or later are available on Tax Exempt Organization Search (TEOS), [www.irs.gov/teos](http://www.irs.gov/teos).
- You may view Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or 990-EZ, filings at Tax Exempt Organization Search (TEOS), [www.irs.gov/teos](http://www.irs.gov/teos).
- The machine readable data for the efiled Forms 990, 990-EZ and 990-PF are available for download at Tax Exempt Organization Search Bulk Data Downloads, [www.irs.gov/charities-non-profits/tax-exempt-organization-search-bulk-data-downloads](http://www.irs.gov/charities-non-profits/tax-exempt-organization-search-bulk-data-downloads).
- Form 8871, Political Organization Notice of Section 527 Status, and Form 8872, Political Organization Report of Contributions and Expenditures, are available for inspection and printing from IRS.gov. The website address for both forms is [www.irs.gov/polorgs](http://www.irs.gov/polorgs).
- If you want to determine if charitable contributions are deductible, use Tax Exempt Organization Search, [www.irs.gov/teos](http://www.irs.gov/teos).

**Note.** Exempt organizations must make their 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 provide the copies to you.



To see an organization's current activities or financial data, you can use [www.guidestar.org](http://www.guidestar.org).



An organization, or its officers, may request a copy of the organization's own application on Form 4506-B. However, they will only receive the copy that is "Open for Public Inspection." The publicly available copy will not include, for example, information that may identify a contributor and documents that were filed with the application, but are not open to public inspection.

### How Much Will It Cost?

You may inspect an exemption application or letter at an IRS office free of charge.

If you want a photocopy of an exemption application or letter, see the chart below.

**Note.** The IRS will send you a bill for the photocopy cost. If your cost is over \$250, we will ask for payment in advance.

IF you are . . .	THEN the charge for paper copies is . . .
A commercial user,	\$ .20 per page.
An educational institution, media, non-commercial scientific institution, or all other requesters,	First 100 pages free, \$ .20 per page thereafter.

### Where To File

To file Form 4506-B, you can mail, fax, or email to:

Internal Revenue Service  
Attn: EO Correspondence Unit  
P.O. Box 2508, Room 6403  
Cincinnati, OH 45201

Fax number - 855-204-6184  
Email - [tege-ee-my.eo.request@irs.gov](mailto:tege-ee-my.eo.request@irs.gov)

### How Long Will It Take?

Generally, it may take up to 60 days for us to process your request.

### Specific Instructions

#### Line 1

**Requester.** Enter the requester's name, phone number, and address.

#### Line 2

**Exempt organization.** Enter the organization's official name under which exempt status was approved, address, and employer identification number. If you do not enter the official name, we may not be able to locate or provide the requested item.

Complete a separate Form 4506-B for each organization.

#### Line 3

**Category of requester.** Check the appropriate category of the requester. You **must** check a box.

**Line 4**

**Reason for request.** To avoid being charged the commercial rate, all requesters, except commercial users, must provide a reason for requesting the records and explain how the records will be used.

**Lines 5**

Check the box(es) for the item(s) you are requesting. You may request more than one item.

**What we will send you**

IF you check...	THEN we will send you...
Application for exemption	<p>A copy of the most recently approved application for exemption submitted by the organization, along with all supporting documentation and the determination letter. This includes Form 1023, 1023-EZ, 1024, 1024-A etc.</p> <p><b>Note.</b> If the organization previously filed for exemption under a different subsection or was previously granted exemption, revoked, and then filed for reinstatement, you will only receive the most recent application by checking this box. If you would like previous applications, you must check the "other" box and indicate this in the space provided.</p>
Exemption determination letter only	<p>Only the determination letter that was issued as a result of the most recently approved exemption application (Form 1023, 1023-EZ, 1024, 1024-A, etc.).</p> <p><b>Note.</b> Determination letters issued 2014 or later are available on Tax Exempt Organization Search (TEOS). <a href="http://www.irs.gov/teos">www.irs.gov/teos</a>.</p>
Affirmation letter	<p>A letter with the current date affirming the current exempt status of the organization.</p>
Other	<p>The specific items you request on the lines provided. Use this box to request any other items that are publicly disclosable.</p> <p>Examples include, but are not limited to, group exemption requests, some requests made on Form 8940, and prior exemption applications.</p> <p><b>Note.</b> Requests for "other" documents take longer to process and could result in significant delays.</p>

**Privacy Act and 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 exempt organization IRS application or letter you requested in our files and properly respond to your request.

The authority to ask for the information requested on this form is Internal Revenue Code Section 6104 and its regulations. You are not required to provide the information requested on this form. However, if you do not furnish the information, we may not be able to fulfil your request. Providing willfully false or fraudulent information may subject you to criminal penalties. Routine uses include disclosing the information to the Department of Justice for civil or criminal litigation. We may also disclose this information to federal and state agencies to enforce federal nontax criminal laws and to federal law enforcement and intelligence agencies to combat terrorism.

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 Section 6103. The time needed to complete and file Form 4506-B will vary depending on individual circumstances. The estimated average time is:

- Recordkeeping . . . . . 6 min.
- Learning about the law or the form . . . . . 10 min.
- Preparing the form . . . . . 21 min.
- Copying, assembling, and sending the form to the IRS . . . . . 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-B simpler, we would be happy to hear from you. You can send us comments by going to [www.irs.gov/forms-pubs/comment-on-tax-forms-and-publications](http://www.irs.gov/forms-pubs/comment-on-tax-forms-and-publications). You can also send your comments to:

Internal Revenue Service  
 Tax Forms and Publications Division  
 1111 Constitution Ave. NW, IR-6526  
 Washington, DC 20224

**Do not** send Form 4506-B to this address. Instead, see *Where To File*.



*Incomplete requests will be rejected.*