

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 corner indicates 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 a 'My Information' box showing 'No License Information Available'. Under the 'Start or Resume an Application' section, the user is prompted to 'Which application would you like to complete?'. A dropdown menu for 'Choose Organization Type' is open, showing '501(c)(4)' as the selected option. Below this, there is a 'Secure Mailbox' option with a 'Select' button.

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

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

This screenshot shows the same IRS online system interface as the previous one. In this step, the '501(c)(4)' organization type is already selected in the first dropdown. The second dropdown menu, 'Choose Application', is open, and 'Form 8976, Notice of Intent to Operate Under Section 501(c)(4), OMB No.1545-2268' is selected. The 'Secure Mailbox' option with its 'Select' button remains visible below.

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

Form 8976, Notice of Intent to Operate Under Section 501(c)(4)

Screenshots from the online system | Updated January 13, 2017

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 main menu has two sections:

- Start or Resume an Application**
 - Which application would you like to work on?
 - 501(c)(4)
 - Form 8976, Notice of Intent to Operate Under Section 501(c)(4)
- Additional Activities**
 - Secure Mailbox

A modal dialog box is displayed in the center, titled "You Have an Incomplete Application: Form 8976, Notice of Intent to Operate Under Section 501(c)(4), OMB No.1545-2268". It 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 box.

Gather Your Information screen

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 - 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

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 - Basic Information

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.

* Name of Organization

* EIN

* Confirm EIN

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

Mailing Address screen

The screenshot shows the IRS online system interface for Form 8976. The top navigation bar includes the IRS logo and the text "Logged in as wang, Zhou" with links for "Edit Login Information" and "Logoff". A left-hand menu contains buttons for "Gather Your Information", "Basic Information", "Mailing Address Information" (which is highlighted), "Organization Information", 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 - Mailing Address Information". Below the title is a text instruction: "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." A section titled "Mailing Address" contains several input fields: "Address Line1", "Address Line2", "Address Line3", "Zip Code", "City", "State", and "Country". The "Country" dropdown menu is currently set to "United States". At the bottom of the form are three buttons: "Back", "Next", and "Return to Main Menu".

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

Organization Information screen

The screenshot shows the IRS online system interface for Form 8976. The top navigation bar includes the IRS logo and the text "Logged in as wang, Zhou" with links for "Edit Login Information" and "Logoff". A left-hand menu contains buttons for "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 the title is a section titled "Organization Information" with the instruction: "Provide the information related to your organization below." This section contains several input fields: "Date of Organization" (with a date format hint "(mm/dd/yyyy)"), "State of Organization", "Country of Organization" (set to "United States"), "Filing Year Month", and "Organization Statement of Purpose". At the bottom of the form are three buttons: "Back", "Next", and "Return to Main Menu".

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

Form 8976, Notice of Intent to Operate Under Section 501(c)(4)

Screenshots from the online system | Updated January 13, 2017

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".

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

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

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](#)

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

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](#)

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

The screenshot displays 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 includes a sub-header 'Choose from the options below for the function you wish to perform.' Below this, there are three main sections: 'Start or Resume an Application' with dropdown menus for organization type and application, and a 'Select' button; 'View Application Status' with a table entry for a 501(c)(4) application with status 'Open' and a 'Details' button; and 'Additional Activities' with buttons for 'Outstanding Payments (1)' and 'Secure Mailbox'.

My Information	
No License Information Available	

View Application Status		
501(c)(4) - Form 8976, Notice of Intent to Operate Under Section 501(c)(4), OMB No.1545-2268	Status: Open	Details

Additional Activities	
Outstanding Payments (1)	Select
Secure Mailbox	Select