

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, the IRS logo is on the left, and the user is logged in as "wang, Zhou" on the right. Below the login information are links for "Edit Login Information" and "Logoff". The main content area is titled "Main Menu" and includes the instruction "Choose from the options below for the function you wish to perform." On the right side of the main content area, there is a "My Information" box that says "No License Information Available". The "Start or Resume an Application" section is active, showing a dropdown menu for "Which application would you like to complete?". The dropdown menu is open, showing options: "<Choose Organization Type>", "<Choose Organization Type>", "501(c)(4)", and "CPEO". The "501(c)(4)" option is selected. Below this, there is a "Select" button. The "Additional Activities" section is also visible, with a "Secure Mailbox" option and 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, but with the "Application" dropdown menu open. The "501(c)(4)" option is still selected in the "Which application would you like to complete?" dropdown. The "Application" dropdown menu is open, showing options: "<Choose Application>", "<Choose Application>", "Form 8976, Notice of Intent to Operate Under Section 501(c)(4), OMB No.1545-2268", and "Form 8976, Notice of Intent to Operate Under Section 501(c)(4), OMB No.1545-2268". The "Form 8976, Notice of Intent to Operate Under Section 501(c)(4), OMB No.1545-2268" option is selected. Below this, there is a "Select" button. The "Additional Activities" section is also visible, with a "Secure Mailbox" option and a "Select" button.

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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. The top right shows the user is logged in as 'wang, Zhou' with links for 'Edit Login Information' and 'Logoff'. The main menu on the left includes 'Start or Resume an Application', 'Additional Activities', and 'Secure Mailbox'. The 'Start or Resume an Application' section has a dropdown menu with '501(c)(4)' and 'Form 8976, Notice of Intent to Operate Under Section 501(c)(4)'. A modal window is displayed in the center with a yellow header bar containing an information icon and the text: 'You Have an Incomplete Application: Form 8976, Notice of Intent to Operate Under Section 501(c)(4), OMB No.1545-2268'. Below the header, the question 'What do you want to do?' is followed by two options: 'Start a New Application (Please note this will overwrite any existing application.)' and 'Resume Working on the Incomplete Application'. Each option has a 'Select' button. At the bottom right of the modal is a 'Close' button.

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 start or resume?
501(c)(4)
Form 8976, Notice of Intent to Operate Under Section 501(c)(4)

Additional Activities
Secure Mailbox

You Have an Incomplete Application: Form 8976, Notice of Intent to Operate Under Section 501(c)(4), OMB No.1545-2268

What do you want to do?

Start a New Application
(Please note this will overwrite any existing application.) [Select](#)

Resume Working on the Incomplete Application [Select](#)

[Close](#)

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Gather Your Information screen



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

Gather Your Information

Basic Information

Mailing Address Information

Organization Information

Review Your Information

Form 9976, 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 9976, 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



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

Gather Your Information

Basic Information

Mailing Address Information

Organization Information

Review Your Information

Form 9976, 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 9976, 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](#)

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Mailing Address screen



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

Gather Your Information

Basic Information

Mailing Address Information

Organization Information

Review Your Information

Form 9976, Notice of Intent to Operate Under Section 501(c)(4), OMB No.1545-2268 - Mailing Address Information

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.

Mailing Address

* Address Line1

Address Line2

Address Line3

* Zip Code:

* City:

* State:

* Country:

Back

Next

Return to Main Menu

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

Organization Information screen



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

Gather Your Information

Basic Information

Mailing Address Information

Organization Information

Review Your Information

Form 9976, Notice of Intent to Operate Under Section 501(c)(4), OMB No.1545-2268 - Organization Information

Organization Information

Provide the information related to your organization below.

* Date of Organization

* State of Organization

* Country of Organization

* Filing Year Month

* Organization Statement of Purpose

Back

Next

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)



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

Gather Your Information

Basic Information

Mailing Address Information

Organization Information

Review Your Information

Form 9976, 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".

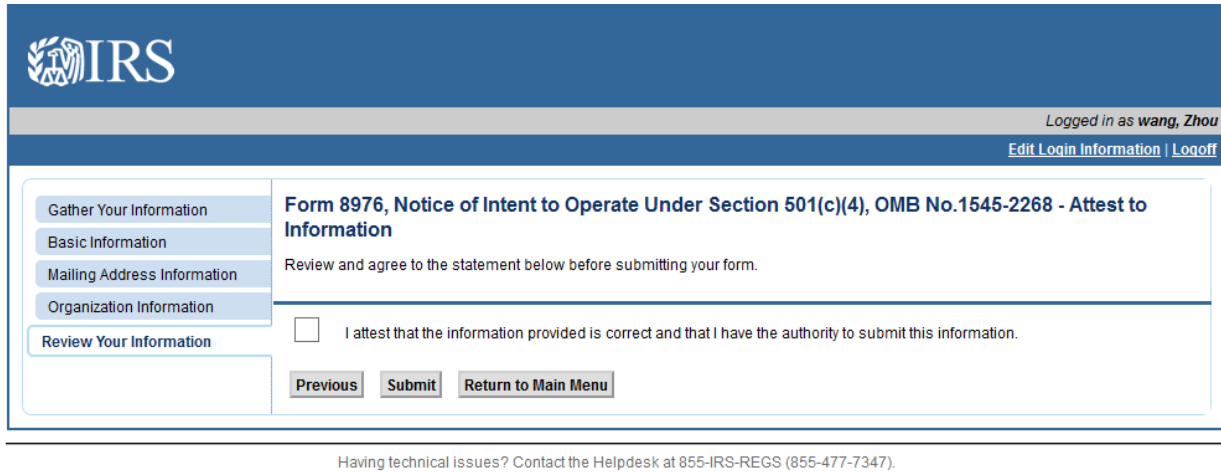
Notice	License Type: 501c4	Submission Date: 01/12/2017	
Basic Information	Organization Name: abcd	EIN *****	Edit
Mailing Address Information	Mailing Address	123 Main Street ARLINGTON , Virginia 22204 US	Edit
Organization Information	Date of Organization (mm/dd/yyyy)	01/01/2000	Edit
	State of Organization	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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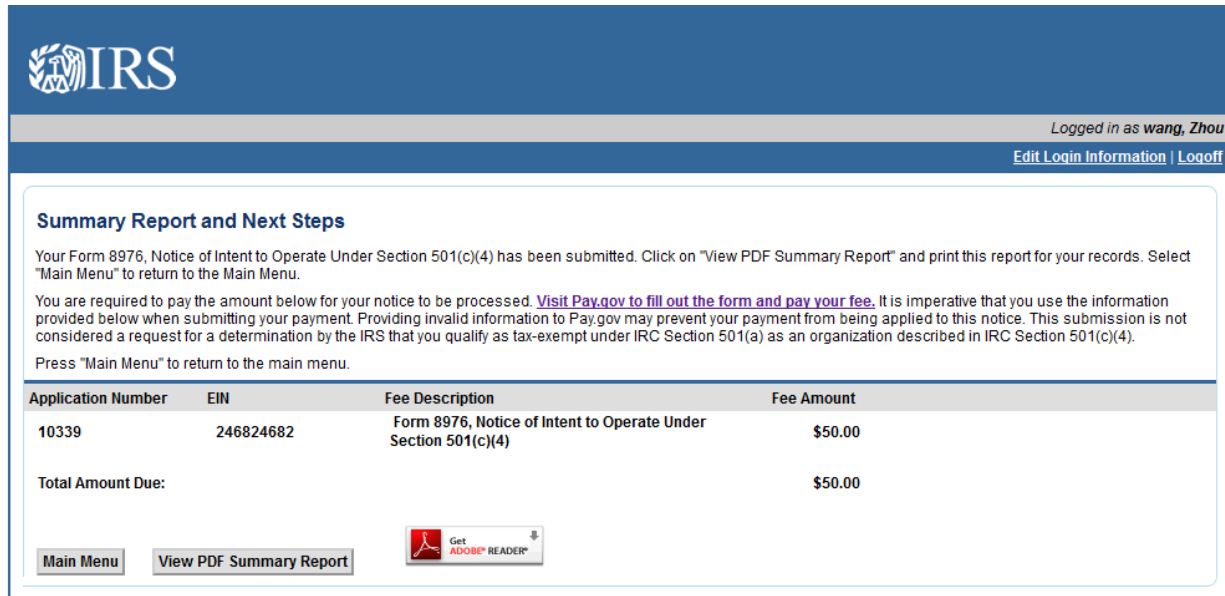
Clicking "Submit" on the Review Your Information screen bring the user to the Jurat page



The screenshot shows the IRS website header with the IRS logo and the text "Logged in as wang, Zhou" with links for "Edit Login Information" and "Logoff". The main content area is titled "Form 9976, Notice of Intent to Operate Under Section 501(c)(4), OMB No.1545-2268 - Attest to Information". It includes a sidebar with navigation links: "Gather Your Information", "Basic Information", "Mailing Address Information", "Organization Information", and "Review Your Information" (which is highlighted). The main content area contains the text "Review and agree to the statement below before submitting your form." and a checkbox with the text "I attest that the information provided is correct and that I have the authority to submit this information." Below this are three buttons: "Previous", "Submit", and "Return to Main Menu".

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

Screen that displays when the Form 9976 has been submitted without errors



The screenshot shows the IRS website header with the IRS logo and the text "Logged in as wang, Zhou" with links for "Edit Login Information" and "Logoff". The main content area is titled "Summary Report and Next Steps". It includes the text "Your Form 9976, 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." and "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 9976, Notice of Intent to Operate Under Section 501(c)(4)	\$50.00
Total Amount Due:			\$50.00

At the bottom, there are two buttons: "Main Menu" and "View PDF Summary Report". To the right of these buttons is a small icon for "Get ADOBE® READER®".

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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

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

Outstanding Payments (1)	Select
Secure Mailbox	Select

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