

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." There are two main sections: "Start or Resume an Application" and "Additional Activities". Under "Start or Resume an Application", there is a dropdown menu for "Which application would you like to complete?". The dropdown is open, showing options: "<Choose Organization Type>", "<Choose Organization Type>", "501(c)(4)", and "CPEO". The "501(c)(4)" option is highlighted. To the right of the dropdown is a "Select" button. Under "Additional Activities", there is a "Secure Mailbox" option with a "Select" button. On the right side of the main content area, there is a "My Information" section with the text "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 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 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 highlighted. To the right of the dropdown is a "Select" button. The "Additional Activities" section remains the same with the "Secure Mailbox" option and "Select" button. The "My Information" section on the right still shows "No License Information Available".

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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 corner indicates 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 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'. 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.)' and 'Resume Working on the Incomplete Application'. Each option has a 'Select' button, and there is a 'Close' button at the bottom right of the dialog.

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](#)

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

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Mailing Address screen



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

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:

United States

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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](#) | [Logout](#)

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

(mm/dd/yyyy)

* State of Organization

* Country of Organization

United States

* Filing Year Month

* Organization Statement of Purpose

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Next

Return to Main Menu

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

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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

State of Organization Alaska

Country of Organization United States

Filing Year Month 03-March

Organization Statement of Purpose Social Welfare / Civic League

[Edit](#)

Previous

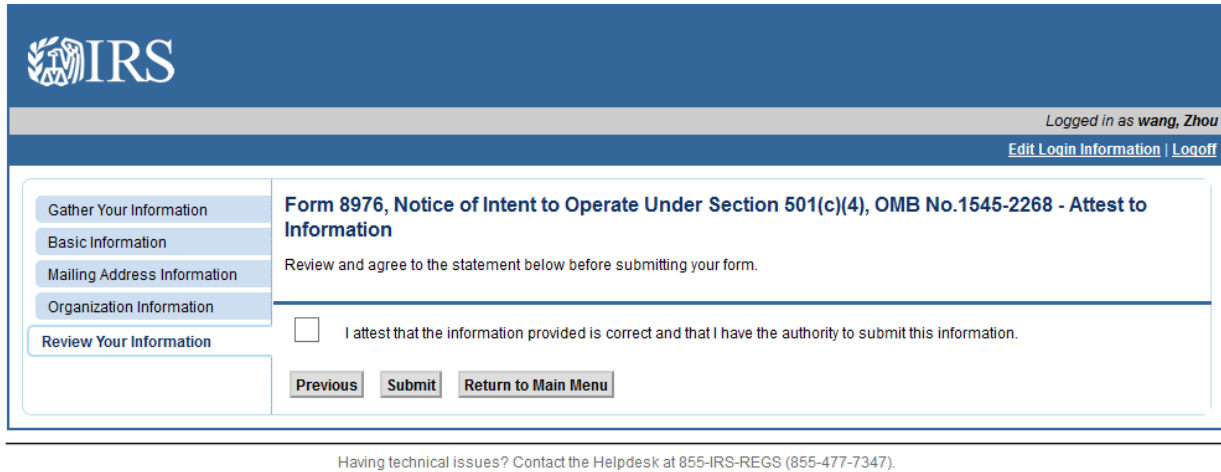
Submit

Return to Main Menu

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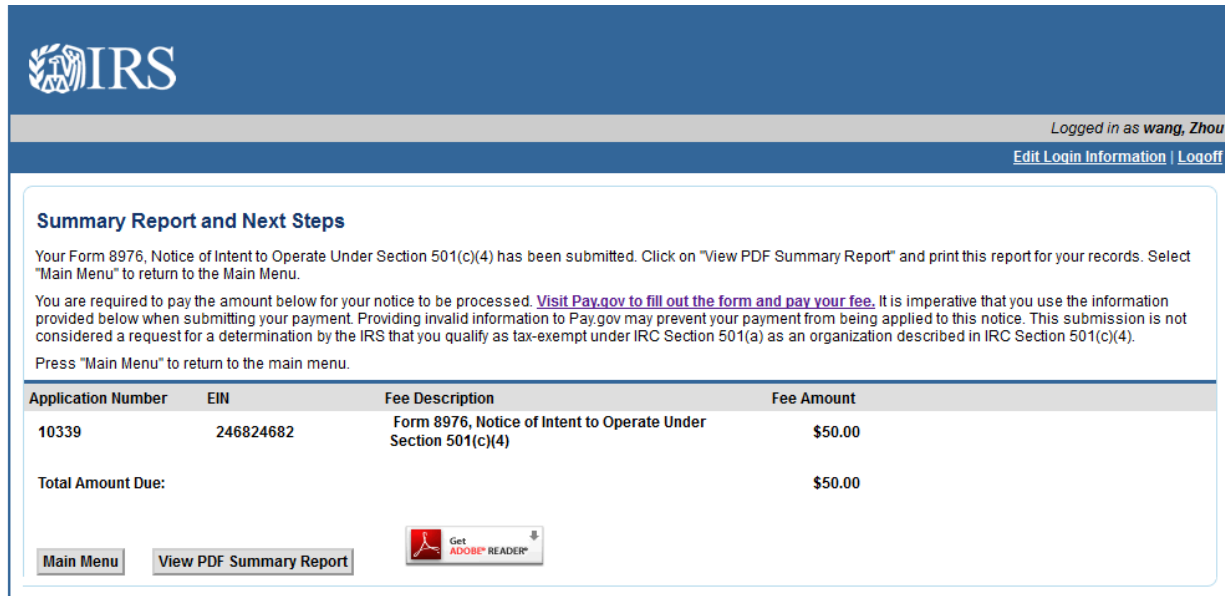
Clicking "Submit" on the Review Your Information screen bring the user to the Jurat page



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".

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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 contains the following 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.

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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