



SMALL BUSINESS & NONPROFIT CLINIC

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**Requesting copies of filed 1023s from the IRS**

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I was asked to research the steps to go through in order to request a copy of an already-filed Form 1023 – Application for Recognition of Exemption from the Internal Revenue Service. Upon speaking with an IRS representative over the phone, I was directed to the IRS website. The necessary form for requesting an already filed Form 1023 is a Form 4506-A – Request for Public Inspection or Copy of Exempt or Political Organization IRS Form.

The Form 4506-A is a relatively short, 1-page form that requires information such as the contact information of the exempt organization, the contact information of the requester, the reason for the request, and the forms requested; the Form 4506-A can be used to request copies of, in addition to the Form 1023, a Form 990, Form 990-EZ, Form 990-PF, Form 990-T, Form 5227, Form 1024, or a determination letter. For non-commercial users, there is no charge for the first 100 pages requested. Beyond 100 pages, there is a \$.20 per page fee. The IRS representative I spoke with told me that it will take up to 60

[WWW.LAW.MSU.EDU/CLINICS/SBNP/](http://WWW.LAW.MSU.EDU/CLINICS/SBNP/)

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EAST LANSING, MICHIGAN 48826

517.336.8088 FAX. 517.336.8089

days to process the request.

**Links to applicable forms:**

- Instructions for the Form 4506-A:
  - o <http://www.irs.gov/pub/irs-pdf/i4506a.pdf>
- Form 4506-A:
  - o <http://www.irs.gov/pub/irs-pdf/f4506a.pdf>