

## **How To Find your Federal IRS Determination Letter**

A 501(c)(3) determination letter from the United States Internal Revenue Service (IRS) is an official document issued by the IRS signifying that a nonprofit organization was granted tax-exempt status under section 501(c)(3) of the Internal Revenue Code.

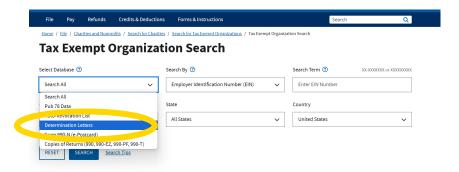
If you are being asked to send 4Culture a copy of your organization's or your fiscal sponsor's IRS determination letter, it's likely the grant you are applying for requires 501(c)(3) status. 4Culture will use your letter to confirm you are eligible to apply for this particular grant.

If you cannot find your organization's IRS Determination Letter, you can use these steps to access a copy from the IRS.

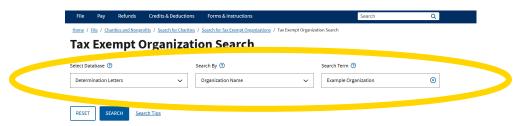
NOTE: If you are applying with a fiscal sponsor, please instead ask your fiscal sponsor for a copy of their IRS Determination Letter.

## Steps for Organizations with Ruling Dates on or After January 1, 2014

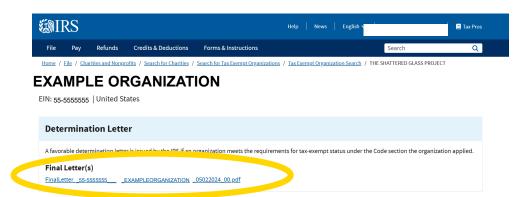
- Go to <a href="https://apps.irs.gov/app/eos/">https://apps.irs.gov/app/eos/</a> to use the IRS's Search for Tax Exempt Organizations function.
- 2. Under "Select Database", choose "Determination Letters".



3. Under "Search By", select "Organization Name, then enter the name of your organization in the field entitled "Search Term".



- 4. Click the blue "Search" button, then find your organization from the resulting list. Click the name of your organization.
- 5. Click the link on the resulting page under where it says "Final Letter(s)" to download your determination letter.



## Steps for Organizations with Ruling Dates Before January 1, 2014

- 1. Go to <a href="https://www.irs.gov/pub/irs-pdf/f4506b.pdf">https://www.irs.gov/pub/irs-pdf/f4506b.pdf</a>
- 2. Fill out IRS Form 4506-B to request a copy of your organization's determination letter. In section 1, fill out your personal information, including your first and last name, your phone number, the date you are completing this form, and your address.



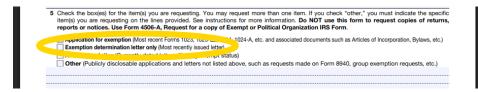
3. In section 2, include the details of your organization, including your group's legal name, address, and Employer Identification Number (EIN). If you don't know your organization's EIN, you can create a free account on <a href="https://www.guidestar.org/">https://www.guidestar.org/</a> and look it up.



4. In section 3, select "All others", and then under section 4 write "I am a representative of (name of your organization), we need a copy of our IRS Determination Letter".



5. In section 5, select "Exemption determination letter only". You may also select other options if you need additional documents, but 4Culture only needs your letter of exemption.



6. When you have completed the form, click the gray "Submit Form" button at the bottom to send your request to the IRS. They will be in touch with your letter or any next steps needed.

