



Department of Treasury  
[REDACTED]  
[REDACTED]

Notice	CP259B
Tax period	December 31, 2011
Notice date	March 2, 2012
Employer ID number	XX-XXXXXXX
To contact us	Phone [REDACTED]

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[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

## Message about your December 31, 2011 Form 990-PF

# You didn't file a Form 990-PF

Our records show that you haven't filed your Form 990-PF, Return of Private Foundation or Section 4947(A)(1) Nonexempt Charitable Trust Treated as a Private Foundation, for the period ending on December 31, 2011.

Your organization must file a 990-PF since it is presumed to be a private foundation, not a public charity. This determination was made by the IRS.

Unless you already filed a Form 990-PF within the last four weeks, you must complete the Response form starting on Page 3, and send it to us no later than March 12, 2012.

### What you need to do immediately

#### If you already filed Form 990-PF

- If you already filed within the last four weeks using the same name and Employer ID number (EIN) listed above, please disregard this notice.
- If you filed more than four weeks ago or used a different name or EIN, complete the Response form starting on Page 3, and mail it to us with a signed and dated copy of the return in the envelope provided.

#### If you are required to file Form 990-PF for December 31, 2011 but haven't done so

- If you are required to file or choose to file your Form 990-PF electronically, use your e-file provider to submit Form 990-PF and any required schedules. You must also complete the Response form starting on Page 3 and fax it to us at [REDACTED] (not a toll-free number).
- If you are not required to file electronically and want to file a paper form, complete and sign Form 990-PF, any required schedules and the Response form starting on Page 3. Mail us the forms and payment for any tax due in the envelope provided.
- If you file your return late, we will charge a penalty.

#### If you don't think you have to file Form 990-PF for December 31, 2011

- Complete the Response form starting on Page 3 to indicate whether any of the circumstances apply to you. Mail us the form in the envelope provided.
- If you wish to apply for public charity status, submit a Support Schedule for Advance Ruling Period (Form 8734). Download Form 8734 from [www.irs.gov](http://www.irs.gov), or call 1-800-TAX-FORM (1-800-829-3676) to request a copy.

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### If we don't hear from you

- Because you are a private foundation, you must file Form 990-PF. If you fail to meet your annual filing requirements for three consecutive years, you will lose your tax-exempt status.
- If you lose your tax-exempt status, you may apply for tax-exempt status by filing the appropriate application Form 1023 or Form 1024 and paying the user fee.
  - 501(c)(3) organizations complete an Application for

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Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code (Form 1023).

- 501(a) organizations complete an Application for Recognition of Exemption Under Section 501(a) (Form 1024) and User Fee for Exempt Organization Determination Letter Request (Form 8718).
- If you were previously eligible to receive tax deductible contributions and you lose your tax-exempt status, you will be removed from our list of organizations eligible to receive tax deductible charitable contributions. See: Cumulative List of Organizations described in Section 170 (c) of the Internal Revenue Code of 1986 (Publication 78).

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### **Important reminders**

#### **You may be required to file electronically**

Typically, private foundations and certain non-exempt charitable trusts are required to file Form 990-PF electronically if they file at least 250 returns annually, regardless of the value of their assets.

For more information on electronic filing requirements, visit [www.irs.gov/efile](http://www.irs.gov/efile) and search for Charities and Non-Profits.

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### **Additional information**

- Visit [www.irs.gov/cp259b](http://www.irs.gov/cp259b).
- For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).
- Keep this notice for your records.

If you need assistance, please don't hesitate to contact us



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INTERNAL REVENUE SERVICE

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Fold here

## Response form

Complete both sides of this form and send it to us along with your Form 990-PF in the enclosed envelope. Be sure our address shows through the window.

If you are only sending us your completed Response form, you may fax it to us at [Redacted] (not a toll-free number).

### Provide your contact information

If your address has changed, please make the changes below.

[Redacted]

<input type="checkbox"/> a.m.	<input type="checkbox"/> a.m.
<input type="checkbox"/> p.m.	<input type="checkbox"/> p.m.
Primary phone	Best time to call
Secondary phone	Best time to call

### 1. Indicate whether any of the following circumstances apply to you

#### If you already filed a Form 990-PF

I already filed my return for December 31, 2011, and I am enclosing a signed and dated copy of the return (or confirmation of electronic filing) as verification.

Name(s) shown on return

Employer Identification number (EIN) listed on the return

Is this EIN different from the one on this notice?  Yes  No

Form(s) filed

Tax period(s) ending date

Date tax return was filed

#### If you are filing late

I'm enclosing a signed and dated copy of my December 31, 2011 return (plus any schedules and attachments).

Explain why you are filing late.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Indicate whether any of the following circumstances apply to you—**continued**

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**If you don't think you have to file a Form 990-PF for December 31, 2011**

Explain why you don't think you are required to file a Form 990-PF for December 31, 2011.

- My organization terminated under Section 507(b)(1)(a).
- My organization ceased operations as of: \_\_\_\_\_ and filed its final return for tax period \_\_\_\_\_ on \_\_\_\_\_ (date of filing).
- Other reason for not filing (explain below; attach additional sheets if necessary).

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**2. Please sign and send this form to us**

Under penalties of perjury, to the best of my knowledge, the information in this form is correct and complete.

Signature

Title

Date

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