

## **Instructions for FOIA Requests**

The following pages consist of sample FOIA requests for the FRP-abuse lawsuit project presented at <http://www.losthorizons.com/A/FRPAbusePushback.htm>.

Each sample request shows a line for identification-- write in or replace the blank lines with your name and SSN.

The spaces after "pertaining to", "related to" and "for" are for your name.

Where you see "20\_\_", complete the year for which you filed a return assertedly subject to a "frivolous return" penalty.

Send a full set of the three separate requests for each year over which a filed return has seen a FRP assertion. All can go in the same envelope, but a separate set of all three requests should be submitted for each year, rather than asking for documents pertaining to several different years by way of the same request letter.

NOTE: The IRS recently seems to be trying to complicate access to the documents sought by these requests. This has resulted in several FOIA requests for one or more documents being refused. In such cases people have had very good success by making personal visits to the local "Taxpayer Assistance Center" (IRS office) and requesting them there.

Take a witness if possible, and get and record the ID of the employee with whom you deal. If you don't get copies of every document you are seeking do your best to get flat declarations that the document(s) don't exist. (Evidence that no Forms 8278 or 12775 or 6020(b) documentation exist in regard to an alleged FRP is as good as there being such records with hoax elements upon them-- better, even-- if it either is gotten in writing from the IRS or flatly declared in the presence of a witness).

You and your witness should promptly memorialize in notarized affidavits everything you are told in that encounter and who by.

**VIA CERTIFIED MAIL No.** \_\_\_\_\_

Internal Revenue Service  
Central Processing Unit  
Stop 93 A  
P.O. Box 621506  
Atlanta, GA 30362

**Re: REQUEST UNDER FREEDOM OF INFORMATION ACT  
AND PRIVACY ACT**

Identification: \_\_\_\_\_, \_\_\_\_-\_\_-\_\_\_\_

Purpose: Secure a copy of documents pertaining to \_\_\_\_\_ for the year  
20\_\_

Authority: 5 U.S.C. §552/552a

Dear Disclosure Officer:

This request is being made under authority of the Freedom of Information Act / Privacy Act at 5 U.S.C. §552 / 552a. I am entitled to a copy of these records, as they pertain to me.

Please provide true and correct copies of the following business records:

1. Forms 12775 and 8278 related to \_\_\_\_\_ for the year 20\_\_.

This is my firm commitment to pay up to \$10.00 for search and copying of these records.

The purpose for this request is to establish whether proper procedures have been followed regarding the application of civil penalties.

Thank you for your prompt attention to this matter.

Sincerely,

\_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_

Notary Public

**VIA CERTIFIED MAIL No.** \_\_\_\_\_

Internal Revenue Service  
Central Processing Unit  
Stop 93A  
P.O. Box 621506  
Atlanta, GA 30362

**Re: REQUEST UNDER FREEDOM OF INFORMATION ACT  
AND PRIVACY ACT**

Identification: \_\_\_\_\_, \_\_\_\_-\_\_-\_\_\_\_

Purpose: Secure a copy of IRS internal transcripts "TXMODA"

Authority: 5 U.S.C. §552/552a

Dear Disclosure Officer:

This request is being made under authority of the Freedom of Information Act / Privacy Act at 5 U.S.C. §552 / 552a. I am entitled to a copy of these records, as they pertain to me.

Please provide true and correct copies of the following IRS business documents:

1. TXMODA, and any other internal use transcript(s) showing "Control Base and History Information" for MFT>55 for \_\_\_\_\_ for the year 20\_\_.

This is my firm commitment to pay copying charges up to the amount of \$ 10.00.

The purpose for this request is also to establish whether certain administrative procedures have been followed by the Internal Revenue Service.

Thank you for your prompt attention to this matter.

Sincerely,

\_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_

Notary Public

**VIA CERTIFIED MAIL No.** \_\_\_\_\_

Internal Revenue Service  
Central Processing Unit  
Stop 93A  
P.O. Box 621506  
Atlanta, GA 30362

**Re: REQUEST UNDER FREEDOM OF INFORMATION ACT  
AND PRIVACY ACT**

Identification: \_\_\_\_\_ - - -

Purpose: Secure a copy of § 6020(b) returns and transcripts

Authority: 5 U.S.C. §552/552a

Dear Disclosure Officer:

This request is being made under authority of the Freedom of Information Act / Privacy Act at 5 U.S.C. §552 / 552a. I am entitled to a copy of these records, as they pertain to me.

Please provide true and correct copies of the following documents:

1. Any internal use transcript(s) indicating that an IRC § 6020(b) Return was prepared by I.R.S. for MFT>30 and/or MFT>55 for \_\_\_\_\_ for the year 20\_\_.
2. Any IRC § 6020(b) Return prepared for \_\_\_\_\_ for the year 20\_\_, including certifications.

This is my firm commitment to pay copying charges up to the amount of \$20.00.

The purpose for this request is also to establish whether certain administrative procedures have been followed by the Internal Revenue Service.

Thank you for your prompt attention to this matter.

Sincerely,

\_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_

Notary Public