

## **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 seems to be trying to complicate access to the TXMODA documents just in the last month or so. This has resulted in several FOIA requests for that item being refused. Therefore, in addition to the FOIA request(s) for that very important item, also follow the procedure the agency recommends as an alternative:

**To request IMFOL, BMFOL transcripts, TXMOD, SUMRY or similar information, use the following procedures:**

The Accounts Management function of the IRS will provide this information either by calling 1-800-829-1040 or by visiting one of the local Taxpayer Assistance Centers with locations found at the following link:

<http://www.irs.gov/uac/Contact-Your-Local-IRS-Office-1>

When you send the resulting paperwork, the relevant filing(s) and the threat notices (formatted as indicated at <http://losthorizons.com/NewsletterFeaturePage.htm#ShareVictory>), do not redact anything. Your personal information will be kept confidential, but must appear on the documents to begin with in order to allow validation of your qualification for the legal action.

Be sure dates appear on your filed documents. If they do not, because you only have print-outs of forms filled-out online (a less than great practice for a number of reasons, btw, not just related to this project), please include a statement declaring the date(s) of filing.

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

Internal Revenue Service  
Disclosure Scanning Operation - Stop 93 A  
P.O. Box 621506  
Atlanta, GA 30362-3006

**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  
Disclosure Scanning Operation - Stop 93A  
P.O. Box 621506  
Atlanta, GA 30362-3006

**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  
Disclosure Scanning Operation - Stop 93A  
P.O. Box 621506  
Atlanta, GA 30362-3006

**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 certified 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