Form **3491**
(Rev. August 1992)
Department of the Treasury
Internal Revenue Service

Consumer Cooperative Exemption Application

(For Exemption From Filing Forms 1099-PATR)

File in duplicate.

This application is for certain consumer cooperatives that are engaged primarily in retail sales of goods or services that are generally for personal, living, or family use. See the instructions on the back of this form.

1a Name of organization

b **Employer identification number**

2 Number, street, and room or suite no. (If a P.O. box, see instructions.)

City, state, and ZIP code

3 Principal activity of the organization

4 Month and day on which the annual accounting period ends

5 Has the organization filed a Federal income tax return(s)? . . . . ☐ **Yes** ☐ **No**
If "Yes," enter the form number(s) of the return(s) filed and the Internal Revenue Service Center(s) where filed.

6 Gross Receipts

Period	(1) Part of total receipts from retail sales of goods or services that is generally for personal, living, or family use	(2) Other receipts	(3) Total receipts (add (1) and (2))	(4) Percentage* (Divide (1) by (3) and multiply by 100)
a First preceding year	$	$	$	%
b Second preceding year	$	$	$	
c Third preceding year	$	$	$	
d Total	$	$	$	%

***Note:** *If line **a**, column (4), is at least 85%, do not complete lines **b**, **c**, and **d**.*

Under penalties of perjury, I declare that I have examined this application, including any accompanying statements, and, to the best of my knowledge and belief, it is true, correct, and complete.

Signature of a principal officer ►

Title ► **Date ►**

Notice to Applicant—To be completed by the Internal Revenue Service

☐ We **HAVE** approved your application.
☐ We **HAVE NOT** approved your application because

Director ► **Date ►**

Instructions

(Section references are to the Internal Revenue Code unless otherwise noted.)

Purpose of Form

A cooperative may use this form to apply for exemption (under section 6044(c)) from filing **Forms 1099-PATR,** Taxable Distributions Received From Cooperatives. Form 1099-PATR is used to report patronage distributions of $10 or more to a person during the calendar year. The IRS will return this application to you showing whether the application has or has not been approved.

To qualify for the exemption, Regulations section 1.6044-4(a)(2) requires that 85% of the cooperative's gross receipts for the preceding tax year, or 85% of the total gross receipts for the preceding 3 tax years, must have been from retail sales of goods or services that are generally for personal, living, or family use.

Period of Exemption

The period of exemption begins with the date the first payment is made during the calendar year in which exemption is approved. It ends on the date the first payment is made after the end of the cooperative's first tax year in which less than 70% of the gross receipts is from qualifying retail sales. (See Regulations section 1.6044-4(a)(3).)

Examples for Calendar-Year Cooperatives

Example 1.—In September 1992, XYZ Cooperative's application for exemption from filing Forms 1099-PATR is approved. In October 1992, XYZ made the first patronage payments for the year. For the tax year ending December 31, 1994, less than 70% of the gross receipts is from qualifying retail sales. In November 1995, XYZ made the first patronage payments for the year.

XYZ's exemption period begins October 1992 and ends November 1995. XYZ does not have to file Forms 1099-PATR for 1992, 1993, and 1994.

Example 2.—The facts are the same as in **Example 1** except XYZ made the first payment for 1992 in February, before the exemption is approved. The result is the same. XYZ does not have to file Forms 1099-PATR for 1992, 1993, and 1994.

Example 3.—In September 1992, XYZ Cooperative's application for exemption from filing Forms 1099-PATR is approved. In October 1992, XYZ made the first patronage payments for the year. For the year ending December 31, 1992, less than 70% of the gross receipts is from qualifying retail sales. In March 1993, XYZ made the first patronage payments for the year.

XYZ's exemption period begins October 1992 and ends March 1993. XYZ does not have to file Forms 1099-PATR for 1992 only.

Examples for Fiscal-Year Cooperatives (July 1-June 30)

Example 1.—In September 1992, ABC Cooperative's application for exemption from filing Forms 1099-PATR is approved. In October 1992, ABC made the first patronage payments for the year. For the tax year ending June 30, 1995, less than 70% of the gross receipts is from qualifying retail sales. In November 1995, ABC made the first patronage payments for the new fiscal year.

ABC's exemption period begins October 1992 and ends November 1995. ABC does not have to file Forms 1099-PATR for 1992, 1993, and 1994.

Example 2.—The facts are the same as in **Example 1** except ABC made the first payment for 1992 in February, before the exemption is approved. The result is the same. ABC does not have to file Forms 1099-PATR for 1992, 1993, and 1994.

Example 3.—In September 1992, ABC Cooperative's application for exemption from filing Forms 1099-PATR is approved. In October 1992, ABC made the first patronage payments for the year. For the tax year ending June 30, 1993, less than 70% of the gross receipts is from qualifying retail sales. In August 1993, ABC made the first patronage payments for the new fiscal year.

ABC's exemption period begins October 1992 and ends August 1993. ABC does not have to file Forms 1099-PATR for 1992 only.

How To Prepare the Form

Complete all items on the form. A principal officer of the cooperative must sign it.

Address.—Include the room, suite, or other unit number after the street address. If the Post Office does not deliver mail to the street address and the cooperative has a P.O. box, show the box number instead of the street address.

Where To File

Send **two copies** of the form to the applicable IRS address listed below:

If the cooperative's principal place of business is located in	Use the following Internal Revenue Service Center address
Florida, Georgia, South Carolina	Atlanta, GA 39901
New Jersey, New York (New York City and counties of Nassau, Rockland, Suffolk, and Westchester)	Holtsville, NY 00501
New York (all other counties), Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	Andover, MA 05501
Illinois, Iowa, Minnesota, Missouri, Wisconsin	Kansas City, MO 64999
Delaware, District of Columbia, Maryland, Pennsylvania, Virginia	Philadelphia, PA 19255
Indiana, Kentucky, Michigan, Ohio, West Virginia	Cincinnati, OH 45999
Kansas, New Mexico, Oklahoma, Texas	Austin, TX 73301
Alaska, Arizona, California (counties of Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, and Yuba), Colorado, Idaho, Montana, Nebraska, Nevada, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming	Ogden, UT 84201
California (all other counties), Hawaii	Fresno, CA 93888
Alabama, Arkansas, Louisiana, Mississippi, North Carolina, Tennessee	Memphis, TN 37501