

## SMU Tax Policies and Procedures

**Subject: Public Inspection Policy**

**Effective Date: May 29, 2008**

**Bulletin No.:5.5**

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### Policy

In accordance with IRS regulations, Southern Methodist University is required to make available a copy of its Form 990 Return of Organization Exempt from Income Tax upon request for the last three years. As part of the public inspection requirement, the University is not required to disclose any donor information reported on Form 990.

The IRS regulations also require that the University's 990-T Exempt Organization Business Income Tax Return is available for public inspection for tax returns for periods beginning with fiscal year end May 31, 2006. The information subject to public inspection is limited to Form 990-T, schedules, attachments, and supporting documents that are specifically related to the imposition of unrelated business taxable income (UBTI). Other ancillary forms and attachments that do not relate to UBTI will not be made available for public inspection.

### Procedure

All requests for copies of [Form 990](#) and [990-T](#) should be made to the Tax Compliance Department. Upon receiving a written request, the University will provide a copy of the requested documentation within 30 days from the date of receipt. If the request is made in person, the University will provide the copies on the day of the request, unless unusual circumstances prevent this in which case the request documentation will be provided within five days after the date of the request.

There may be a reasonable copying fee of \$.10 per page and delivery costs depending on the requested information.

### Reference

The Pension Act of 2006, IRC Section 501, 6104(d)(1) and 474, IRS Announcement 2008-21