



# National Center for Charitable Statistics

Center on Nonprofits and Philanthropy

The Urban Institute

2100 M Street, NW, Washington, DC 20037

866-518-3874

202-833-6231 fax

<http://nccs.urban.org>

## Data Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Circle one:** Nonprofit      Media      Consultant      Researcher/Practitioner      Government      Student

### File(s) or Services Requested:

<input type="checkbox"/> <b>Business Master File, 1995-2006</b> <i>(please specify subsector &amp; year)</i> <input type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c)(other) <input type="checkbox"/> All 501(c) <input type="checkbox"/> Most recent year <input type="checkbox"/> Specific year(s) _____	<input type="checkbox"/> <b>Core Files, 1989-2003</b> <i>(please specify years of interest)</i> <b>ONLY</b> includes 501(c)(3) organizations <input type="checkbox"/> Most recent year <input type="checkbox"/> Specific year(s) _____
<input type="checkbox"/> <b>IRS/SOI Samples, 1982-1983 &amp; 1985-2002</b> <i>(please specify years of interest)</i> Only 501(c)(3) organizations available <input type="checkbox"/> Most recent year <input type="checkbox"/> Specific year(s) _____	<input type="checkbox"/> <b>Core-PF Files, 1989-2002</b> <i>(please specify years of interest)</i> <b>ONLY</b> includes Private Foundations <input type="checkbox"/> Most recent year <input type="checkbox"/> Specific year(s) _____
<input type="checkbox"/> <b>Form 990 Parts 3 &amp; 8 Supplement, 1992</b>	<input type="checkbox"/> <b>Core Other Files, 1989-2002</b> <i>(please specify years of interest)</i> <b>ONLY</b> includes 501(c)(4-26) organizations <input type="checkbox"/> Most recent year <input type="checkbox"/> Specific year(s) _____
<input type="checkbox"/> <b>Unified Database of Arts Organizations, 1998</b>	
<p><b>GuideStar-NCCS National Nonprofit Database, 1998-2003</b> <i>(Use is Restricted)</i>          Each year, each file carries a fee (e.g., Part I all years totals 6 extracts).</p> <input type="checkbox"/> Most Recent year <input type="checkbox"/> Specific year(s): _____	
<input type="checkbox"/> <b>IRS Form 990 Pt I: Master Header</b> <input type="checkbox"/> <b>IRS Form 990 Pt I: Revenue &amp; Expenses</b> <input type="checkbox"/> <b>IRS Form 990 Pt II: Functional Expenses</b> <input type="checkbox"/> <b>IRS Form 990 Pt III: Program Services</b> <input type="checkbox"/> <b>IRS Form 990 Pt III: Purpose Achievements</b>	<input type="checkbox"/> <b>IRS Form 990 Pt IV: Balance Sheet</b> <input type="checkbox"/> <b>IRS Form 990 Pt V: Officers &amp; Key Players</b> <input type="checkbox"/> <b>IRS Form 990 Pt VI: Other Information</b> <input type="checkbox"/> <b>IRS Form 990 Pt VII: Income Producing Activities</b> <input type="checkbox"/> <b>IRS Form 990 Schedule A</b>

**Don't see the file you desire?**

Please write here: \_\_\_\_\_

**Output Format:**     \_\_\_dBase (can be opened by Microsoft Access, Excel, SPSS, etc.)  
                      \_\_\_Excel (if fewer than 64,000 records)  
                      \_\_\_SAS for Windows  
                      \_\_\_SAS Transport  
                      \_\_\_ASCII comma-delimited  
                      \_\_\_SPSS for Windows  
                      \_\_\_SPSS Portable  
                      \_\_\_Stata 2.1

**Standard Extract and Stratification Criteria:** (Please fill in ONLY if you are ordering an extract.) Standard extracts may include up to 20 criteria from any combination of the fields listed below. Contact NCCS for information on custom extracts using other criteria or criteria with more than 20 terms.

*Geographical:*     State           \_\_\_\_\_

                      County        \_\_\_\_\_

                      Zip code     \_\_\_\_\_

*Type of Program:*   NTEE Code(s) \_\_\_\_\_

*Size of Program:*   Total expense level \_\_\_\_\_

                          Total revenue level \_\_\_\_\_

*Other Criteria:*     (See Data Dictionary) \_\_\_\_\_

**YOU MUST ATTACH THE USER AGREEMENT TO RECEIVE DATA FROM NCCS.**

**Mail or fax request to:**   National Center for Charitable Statistics  
                                  The Urban Institute  
                                  2100 M Street NW, 5<sup>th</sup> Floor  
                                  Washington, DC 20037  
                                  Phone: 866-518-3874  
                                  Fax: 202-833-6231

**Orders take two weeks to process.**  
For additional information, please call (866) 518-3874.



# National Center for Charitable Statistics

Center on Nonprofits and Philanthropy  
The Urban Institute  
2100 M Street, NW, Washington, DC 20037

866-518-3874  
202-833-6231 fax  
<http://nccs.urban.org>

## Data User Agreement

*Please read carefully. If you do not have questions,  
Please sign and date this form, and fax it to 202-833-6231.*

In signing this form, I affirm that data obtained from the National Center for Charitable Statistics (NCCS) will be used for the purposes of research and analysis only. I affirm that the research findings will be publicly available in aggregate outputs only. Data on individual records will not be disclosed. **These data will be disseminated and used solely for purposes specified below (please provide details):**

---

---

---

---

- I agree not to distribute, sell, or permit others to use the data (or portions thereof) obtained from NCCS without the express written permission of NCCS.
- I recognize that there may be errors in the data. I will review Guide to Using NCCS Data for a discussion of the limitations of the data (<http://nccsdataweb.urban.org/kbfiles/468/NCCS-data-guide-v3a.pdf>). NCCS will not be held liable for any such errors. If I become aware of errors, I will notify NCCS.

As a courtesy, NCCS is asking to be notified of any publications or products that result from the use of these data by emailing NCCS at [nccs@ui.urban.org](mailto:nccs@ui.urban.org).

### Point of Contact for the National Center for Charitable Statistics

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Other researchers working on this project:

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_