



**TARYLE ACCOUNTING, CPA PLLC**  
CERTIFIED PUBLIC ACCOUNTANT

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## Personal Extension Information

If you will not be able to or do not want to file your tax return by April 15<sup>th</sup>, the IRS will grant a 6 month extension of time to file until October 15<sup>th</sup>. **Notice that this is an extension of time to file the return, not an extension of time to pay.**

The extension request and all taxes owed must be postmarked by April 15<sup>th</sup> in order for the extension to be approved. We do not charge extra for the preparation of the extension requests.

There are three options for filing an extension:

1. *If you do not think that you will owe any additional tax:* Your Federal and State extensions can be filed showing no tax due.
2. *If you know how much you want to pay with your request for extension:* Let us know the amounts you want to pay and we will prepare the Federal and State extensions based on that amount.
3. *You would like us to calculate your estimated Federal and State tax liabilities:* You need to complete a tax organizer and send it to us no later than **March 30<sup>th</sup>** along with all tax records and documents you have received to date.

If you choose to have us calculate your estimated tax payments, we require a deposit of \$425 before we prepare your extension. This payment will be applied to the fee for preparing your personal tax return.

Please note that if you end up owing additional taxes once your return is completed, you may be subject to late filing and underpayment penalties plus interest.

Additionally, if you are required to make quarterly estimated tax payments then those payments are due even if your return has been extended.

If you choose to have us calculate an estimate for your extension, we will also calculate next year's quarterly estimated tax payments.



### PERSONAL EXTENSION REQUEST

(Please Print)

Taxpayer

Spouse (if applicable)

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

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

SSN: \_\_\_\_\_

SSN: \_\_\_\_\_

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

\_\_\_\_\_

Prepare an extension with no taxes due.

Prepare an extension with the following set amounts:

Federal: \$ \_\_\_\_\_

State: \$ \_\_\_\_\_

Add'l states & amounts: \$ \_\_\_\_\_

\$ \_\_\_\_\_

Estimate my taxes due based on the information I sent you already and prepare an extension. (If you choose this, we will charge your credit card \$425. This amount will be applied to your tax return preparation fee. Please complete the billing information below. Please note: If no tax payment is made with the request for extension, and you do eventually have a tax liability, you may be assessed a late payment fee including interest and penalties. **Not available after March 30<sup>th</sup>.**

#### Billing Information

(only required for calculated extensions)

Name on Credit Card: \_\_\_\_\_  
Billing Address for Credit Card: \_\_\_\_\_

Type of Card:  Visa  MasterCard  AmEx  
Card Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_ / \_\_\_\_ CV2: \_\_\_\_\_

Signature: \_\_\_\_\_