

1. To File a Tax Extension

This document is provided for informational purposes only and does not constitute legal, tax, or accounting advice. The information herein is intended solely to outline the general process of filing a tax extension. The responsibility for determining eligibility, ensuring accuracy, and filing any extension by the applicable deadline rests solely with the taxpayer. Our firm does not prepare, submit, monitor, or confirm the filing of extensions, and assumes no responsibility or liability for penalties, interest, or consequences arising from the failure to file or pay timely.

2. For Individuals

What a Tax Extension Does (and Does NOT Do)

- Gives you **more time to FILE** your return
- Does **NOT** give you more time to **PAY** taxes
- Payment is still due by the original deadline (usually **April 15 for individuals / Single-member LLC or March 15 for businesses**)


Failing to pay can trigger **penalties and interest**, even if you file an extension.

Filing Deadlines

Taxpayer Type	Form	Original Due	Extended Due
Individual	4868	April 15	Oct 15
Partnership	7004	March 15	Sept 15
S-Corp	7004	March 15	Sept 15
C-Corp	7004	April 15	Oct 15

How to File an Individual Extension on the IRS Website

Option A — E-File (Recommended)

- File Form 4868 through:
 - IRS Free File
1. Go to IRS Free File Extensions
 <https://www.irs.gov/filing/free-file-do-your-federal-taxes-for-free>
 2. Choose “**Get an Extension**”

3. Follow the on-screen instructions to select your preferred options - online or by mail.
4. Complete **Form 4868**
 - Name, SSN
 - Estimate tax liability (best estimate)
 - Enter payments already made
5. E-file the form
6. Save confirmation

Option B — Mail Form 4868

- Mail to the Internal Revenue Service
- Must be **postmarked by April 15**
- Include payment if you owe

Where to Mail Form 4868 (California)

To find the most current mailing addresses for Form 4868, perform the following google searches:

- a. “Where to mail Form 4868 extension with payment in California?”
- b. “Where to mail Form 4868 extension without payment in California?”

Payment Tips (If Mailing a Check)

Make check payable to “United States Treasury”

Include on the memo line: Tax year, Form 4868, SSN or ITIN

Do not staple the check to the form

3. For Businesses

What a Tax Extension Does (and Does NOT Do)


- Gives you **more time to FILE** your return
- Does **NOT** give you more time to **PAY** taxes
- Payment is still due by the original deadline

Failing to pay can trigger **penalties and interest**, even if you file an extension.

Filing Deadlines

Taxpayer Type	Form	Original Due	Extended Due
Partnership	7004	March 15	Sept 15
S-Corp	7004	March 15	Sept 15
C-Corp	7004	April 15	Oct 15

File the federal extension (Form 7004)

- **Form 7004 can be obtained from the IRS website**
 1. Go to IRS Business File Extensions
 <https://www.irs.gov/forms-pubs/about-form-7004>
 2. Choose **“Form 7004”**
 3. Complete **Form 7004** by following the instructions on Form 7004.
- **Where to mail Form 7004 in California**

To find the most current mailing addresses for Form 7004, perform the following google searches:

- a. “Where to mail Form 7004 extension with payment in California?”
- b. “Where to mail Form 7004 extension without payment in California?”