

INFORMATION ON FILING EXTENSIONS

EXTENSION INSTRUCTIONS FOR RETURNING CLIENTS

The Extension of Time to File is never an extension of time to pay. If all taxes are not paid by 4/15/24 for the 2023 year - any balance due once the return is completed and paid after the 4/15/24 deadline, there will be late payment penalties and interest added to the tax balance.

There are a couple of ways to determine what “should be paid”:

- 1) 100% of current year tax balance due if your withholdings don't cover the total tax liability.
- 2) Your best estimate based on prior year information if things were much the same.
- 3) If you are expecting refunds, no payment is required but an extension of time to file must still be submitted.

If you would like us to submit the extension for the IRS and your state filing requirements:

- 1) You must request in an email for us to do so. Do not call the office and leave a message or simply tell us over the phone. The request must be in writing.
- 2) We will rely on the information we have from prior years.
- 3) If it is determined you should pay something to the IRS or your state, we will provide payment vouchers via your SMARTVAULT portal.
 - a. If events in 2023 are significantly different and/or the estimate based on 2022 year included unusual events for 2022, we cannot account for how those issues affect the final 2023 tax return. *We do not pay the penalty and interest for late filing or late payments.*
- 4) The fee for having us submit the personal extension is \$35 and will be added to your tax preparation invoice once the return is completed.

If you would like to file your own extension, please go to IRS.gov -> Form 4868 can be completed online and submitted by you. We will need a copy of that extension and any payment information to complete the return. Utah.gov extension with payment form is TC-546. If you do not owe money to Utah there is no separate extension form to file. But again, the IRS requires the 4868 regardless if you owe or not.

The Extension of Time to File provides a six-month extension. Oct 15th becomes the new filing deadline, and we will need ALL information in our office no later than Sept 30th to guarantee 10/15 completion.

EXTENSION INSTRUCTIONS FOR NEW CLIENTS

Because we are unfamiliar with your tax filing issues, prior obligations, and due to a booked schedule and/or late submitted information, we are unable to calculate, estimate, and provide extension payment figures. *As a matter of policy, we do not file extensions for new clients if we have not started your return.*

Here are the steps to file your own extension in a timely manner:

- 1) IRS.gov -> Form 4868. Complete and submit with payment if needed. (please refer to the information above about how to calculate an extension payment).
- 2) Utah.gov -> Form Tc-546 only if a payment is needed.
- 3) Keep a hard copy for your records and provide with your tax information.