



How to File an Extension

If you find that you are unable to meet the April 15th tax deadline, or prefer to file at a later date, there are three ways to request an extension of time for filing a US individual tax return.

Important: An extension allows you additional time (6 months) to file your income tax return with the IRS. It **DOES NOT** grant additional time to pay the taxes owed. If you anticipate owing taxes this year, you will need to make an estimated tax payment, with your extension, to mitigate potential penalties and interest. See ‘*How to Pay Estimated Tax Electronically*’ section below.

OPTION 1: E-file using your personal computer

Use this free service to electronically request a tax-filing extension:

<https://www.irs.gov/filing/free-file-do-your-federal-taxes-for-free>

OPTION 2: File a paper Form 4868

If you wish to file on paper instead of electronically, fill in [Form 4868](#), print Page 1, and mail it to the appropriate address shown on page 4 of the form.

How to Pay Estimated Tax Electronically

Note: If you use an electronic payment method and *indicate the payment is for an extension*, you don't have to file Form 4868. You should pay the entire estimated tax owed or you could be subject to a penalty. Your extension will be automatically processed when you pay part or all of your estimated income tax electronically.

You can pay online with a direct transfer from your bank account using Direct Pay, the Electronic Federal Tax Payment System (EFTPS), or by debit or credit card. Go to www.irs.gov/Payments.

Confirmation number: You'll receive a confirmation number when you pay online. **Keep it for your records.**