

8809 by the earliest due date. For example, if you are requesting an extension of time to file both Forms 1099-INT and Forms 5498, IRA, SEP, or SIMPLE Retirement Plan Information, you must file Form 8809 by February 28. You may complete more than one Form 8809 to avoid this problem. You may request an extension for only 1 tax year on this form. An extension cannot be granted if a request is filed after the due date of the original returns.

Caution: Do not file Form 8809 with Forms W-2, W-2G, 1042-S, 1098, 1099, 5498, or 8027.

Filing Due Dates

Table with 2 columns: Form Number and Due Date. Rows include W-2, W-2G, 1042-S, 1098, 1099, 5498 (and 5498-MSA), and 8027.

If any due date falls on a Saturday, Sunday, or legal holiday, file by the next business day.

Caution: You do not have to wait for a response before filing your returns. File your returns as soon as they are ready. If you have received a response, do not send a copy of the letter or Form 8809 with your returns. If you have not received a response by the end of the extension period, file your returns. Do not include a copy of Form 8809.

Where To File.—If you use the U.S. Postal Service (USPS) to send Form 8809, send it to IRS-Martinsburg Computing Center, Information Reporting Program, P.O. Box 1359, MS-360, Martinsburg, WV 25402-1359. If you use a carrier other than the USPS, send Form 8809 to IRS-Martinsburg Computing Center, Information Reporting Program, Route 9 and Needy Road, MS-360, Martinsburg, WV 25401.

Extension Period.—If the IRS approves your extension request, you will be granted an extension of 30 days from the original due date.

Additional extension.—Although rarely granted, you may request an additional 30 days by submitting another Form 8809 before the end of the initial extension period.

Approval or Denial of Request.—Requests for extensions of time to file information returns are not automatically granted. Approval or denial is based on administrative criteria and guidelines. The IRS will send you a letter of explanation approving or denying your request.

Note: If your extension request is approved, it will only extend the due date for filing the returns. It will not extend the due date for providing statements to recipients.

Penalty.—If you file required information returns late and you have not applied for and received an approved extension of time to file, you may be subject to a late filing penalty. The amount of the penalty is based on when you file the correct information return. The penalty is:

- \$15 per information return if you correctly file within 30 days (by March 30 if the due date is February 28); maximum penalty \$75,000 per year (\$25,000 for certain small businesses).
• \$30 per information return if you correctly file more than 30 days after the due date but by August 1; maximum penalty \$150,000 per year (\$50,000 for certain small businesses).
• \$50 per information return if you file after August 1 or you do not file required information returns; maximum penalty \$250,000 per year (\$100,000 for certain small businesses).

A small business is a firm with average annual gross receipts of \$5 million or less for the 3 most recent tax years.

If you intentionally do not file correct information returns, the minimum penalty is \$100 per information return with no maximum penalty.

Specific Instructions

Tax Year.—Enter the tax year for which the extension is requested. If no tax year is shown, the IRS will assume you are requesting an extension for the returns currently due to be filed.

Line 1.—Enter the name and complete mailing address, including room or suite number, of the filer requesting the extension of time. Use the name and address where you want the response sent. For example, if you are a preparer and want to receive the response,

enter your client's complete name, care of (c/o) your firm, and your complete mailing address. If you act as transmitter for a group of filers, enter your name and address here, and attach a list of filer names and employer identification numbers (EINs).

Note: Approval or denial notification will be sent only to the person who requested the extension (filer or transmitter).

Line 2.—Enter your nine-digit Federal EIN or social security number if you are not required to have an EIN. Do not enter hyphens. A transmitter must enter the transmitter's EIN. Failure to provide this number, and list of numbers if you are acting as a transmitter as explained under Line 1, will result in automatic denial of the extension request.

Line 3.—For magnetic media or electronic filers only. If you filed Form 4419, Application for Filing Information Returns Magnetically/Electronically, to file Forms 1042-S, 1098, 1099, 5498, W-2G, or 8027, and it was approved, the IRS-Martinsburg Computing Center assigned you a five-character Transmitter Control Code (TCC). Enter that TCC here. Leave this line blank if you (1) are requesting an extension to file Forms W-2, (2) are requesting an extension to file forms on paper, or (3) have not yet received your TCC.

Line 4.—Enter the name of someone who is familiar with this request whom the IRS can contact if additional information is required.

Line 5.—Enter the telephone number, including area code, of the person shown on line 4.

Line 6.—For transmitters requesting an extension for two or more filers, enter the number of filers. Be sure to attach the required list. All others should leave this box blank.

Line 7.—Check this box to tell the IRS you have already received at least one extension, but you need an additional extension for the same year and for the same forms. Do not check this box unless you received an original extension.

Line 8.—Indicate the information returns for which you are requesting an extension of time to file by checking the appropriate box(es). For example, if you are requesting an extension of time to file Forms 1099-INT, check the box beside Form 1099-INT.

Note: If you are required to file 250 or more returns, you must file them magnetically or electronically. See the Instructions for Forms 1099, 1098, 5498, and W-2G, the Instructions for Form W-2, the Instructions for Form 1042-S, and the Instructions for Form 8027, for more information.

Line 9.—Explain why you need an extension of time to file.

Signature.—Form 8809 must be signed by you or a person who is duly authorized to sign a return, statement, or other document.

Note: Failure to properly complete and sign this form may cause delay in processing or result in the denial of your request. Be sure you are requesting an extension of time to file only for returns listed on line 8 on this form.

Paperwork Reduction Act Notice.—We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws and to allow us to figure and collect the right amount of tax.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is:

- Recordkeeping 2 hrs. 4 min.
Learning about the law or the form 10 min.
Preparing and sending the form to the IRS 26 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Forms Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. DO NOT send the form to this address. Instead, see Where To File above.

