

# EXTENSION REQUEST

If you are unable to get your information before the deadline, we will gladly file an extension on your behalf. Please note that we will base all estimates solely on information provided by you.

**PLEASE BE AWARE – the IRS reserves the right to disallow your extension request if your estimate of tax due is excessively low.**

**THIS IS NOT AN EXTENSION OF TIME TO PAY!!!**

All tax is due April 15th, and penalties & interest will be charged if you wait until October and have a balance due.

I/We, \_\_\_\_\_, hereby request and approve The Schlichting Group to file an Extension of Time to File (Form 4868) with the Internal Revenue Service.

- I/We estimate our tax liability to be \$ \_\_\_\_\_ and **will be** enclosing a payment with the extension.
- I/We estimate our tax liability to be \$ \_\_\_\_\_ and **will not be** enclosing a payment with the extension. We understand this is **not** an extension of time to pay.
- I/We estimate a tax liability of **\$0 or a tax refund**. Please file the extension as such.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\* PLEASE FILL THIS OUT \*\*\*\*\*

**Estimation Worksheet:** Estimate of Total Tax Due: \$ \_\_\_\_\_  
Federal Tax Withheld: \$ \_\_\_\_\_  
Estimated Taxes Paid: \$ \_\_\_\_\_

**Remaining Liability:** \$ \_\_\_\_\_