

**Authorization to File an Extension of Time
to File your Individual Income Tax Return**



Taxes solved.

If you are unable to assemble all the documents and information necessary for us to prepare your tax return April 1st, we suggest that you allow us to electronically file an extension.

- An extension gives you until October 15th to file your tax return. **The extension does not, however, give you extra time to pay the tax due.** The IRS requires that you estimate the tax due and pay at least 90% of that tax with your extension. If you owe tax and do not pay by April 15th, the IRS and state taxing authorities will charge you significant penalties and interest for late payment.
- We need copies of all income documents (W-2s, 1099Rs, 1099Bs, 1099 INTs, etc.) in order to file your extension.
- If you cannot pay your tax by mid-April, your best option is to file the return as soon as possible (to avoid a late filing penalty) and make payment arrangements with the IRS. We can help you do this.
- **We must have a signed 1040 engagement letter from you before preparing your extension.** If you wish to make an extension payment via direct debit, please enter your bank information in the 1040 engagement letter. We will set up your direct debit payment for April 14, 2020, unless you indicate otherwise.

To give your consent for us to e-file an extension on your behalf, please sign below where indicated. Both spouses must sign if you file Married Filing Jointly.

I have read and understand the above and authorize you to e-file an extension for my current year individual income tax return.

Signature	Print name	Date
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Signature (if joint return)	Print name	Date
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Please return this form to us at your earliest convenience:

- via email (info@tucsonstaxteam.com)
- through the portal at tucsonstaxteam.com
- by FAX (520-777-7346)
- by mail
- by bringing the signed form to our office