

Form **8809**

(Rev. August 2010)

Department of the Treasury  
Internal Revenue Service

# Application for Extension of Time To File Information Returns

(For Forms W-2, W-2G, 1042-S, 1097, 1098, 1099, 3921, 3922, 5498, and 8027)

**D**

OMB No. 1545-1081

► This form may be filed out online. See *How to file* below.

**Caution: Do not use this form to request an extension of time to (1) provide statements to recipients (see Extensions under Section M of the General Instructions for Certain Information Returns or see Part D, Section 4, of Publication 1220), (2) file Form 1042 (use Form 7004), or (3) file Form 1040 (use Form 4868).**

**1 Filer or transmitter information. Type or print clearly in black ink.**

Filer/Transmitter name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Contact name \_\_\_\_\_ Telephone number \_\_\_\_\_

Email address \_\_\_\_\_

**2 Taxpayer identification number**

(Enter your nine-digit number. Do not enter hyphens.)

**3 Transmitter Control Code (TCC)**

\_\_\_\_\_

**4** Check your method of filing information returns (check only one box). Use a separate Form 8809 for each method.

electronic  paper

**5** If you are requesting an extension for more than one filer, enter the total number of filers and attach a list of names and taxpayer identification numbers. Requests for more than 10 filers must be filed online or electronically. See *How to file* below for details. ►

**6** For extension requests sent electronically only, enter the total number of records in your extension file. **Do not** attach a list.

►

**7** Check this box only if you already received the automatic extension and you now need an additional extension. See instructions. ►

**8** Check the box(es) that apply. **Do not** enter the number of returns.

| Form(s)                            | ✓ here | Form(s)  | ✓ here | Form | ✓ here |
|------------------------------------|--------|----------|--------|------|--------|
| W-2                                |        | 5498     |        | 8027 |        |
| 1097, 1098, 1099, 3921, 3922, W-2G |        | 5498-ESA |        |      |        |
| 1042-S                             |        | 5498-SA  |        |      |        |

**9** If you checked the box on line 7, state in detail why you need an additional extension of time. You must give a reason or your request will be denied. If you need more space, attach additional sheets. Include your name, taxpayer identification number and TCC on each additional page.

Under penalties of perjury, I declare that I have examined this form, including any accompanying statements, and, to the best of my knowledge and belief, it is true, correct, and complete.

Signature ►

Title ►

Date ►

## General Instructions

**Purpose of form.** Use this form to request an extension of time to file any forms shown in line 8 for the current tax year.

**Who may file.** Filers of returns submitted on paper or electronically may request an extension of time to file on this form.

**How to file.** Extensions may be requested:

- Online by completing a fill-in Form 8809 through the FIRE system at <http://fire.irs.gov> for an automatic 30-day extension. Approvals are automatically displayed online if the request is made by the due date of the return.
- Electronically through the FIRE system in a file formatted according to the specifications in Publication 1220, Part D. Transmitters will receive an approval/denial letter, accompanied by a list of filers.
- On paper Form 8809, if the request is for 10 or fewer filers. Mail the form to the address shown in *Where to file*, later, or fax it to 1-877-477-0572 (toll free). Requests will receive an approval or denial letter. You are encouraged to submit these requests via the online fill-in form.

**Requesters**

**Where to file.** Send Form 8809 to Internal Revenue Service, Information Returns Branch, Attn: Extension of Time Coordinator, 240 Murall Dr., Mail Stop 4360, Kearneysville, WV 25430. To avoid delays, be sure the attention line is included on all envelopes and packages containing Form 8809.



If you are requesting an extension for more than 10 filers, you must submit the request electronically or online as a fill-in form.

**D**

If filing on paper with 10 or fewer filers, you must attach a list of the filers' names and taxpayer identification numbers. If you are filing the extension request online or electronically, you do not have to provide a list.

Also, see Pub. 1220, Specifications for Filing Forms 1097, 1098, 1099, 3921, 3922, 5498, and W-2G Electronically and Pub. 1187, Specifications for Filing Form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding, Electronically. For additional information, see Topic 803, Waivers and Extensions, at [www.irs.gov/taxtopics](http://www.irs.gov/taxtopics).

**Note.** Specifications for filing Forms W-2, Wage and Tax Statement, electronically are only available from the Social Security Administration (SSA). Call 1-800-772-6270 for more information or visit the SSA's Employer W-2 Filing Instructions & Information page at [www.socialsecurity.gov/employer](http://www.socialsecurity.gov/employer).

**When to file.** File Form 8809 as soon as you know an extension of time to file is necessary. However, Form 8809 must be filed by the due date of the returns. See the chart below that shows the due dates for filing this form on paper or electronically. Filers and transmitters of Form W-2 whose business has terminated should follow the procedures in the Instructions for Forms W-2 and W-3 to request an extension.

If you are requesting an extension of time to file several types of forms, you may use one Form 8809, but you must file Form 8809 by the earliest due date. For example, if you are requesting an extension of time to file both Forms 1099 and 5498, you must file Form 8809 by February 28 (March 31 if you file electronically). You may complete more than one Form 8809 to avoid this problem. An extension cannot be granted if a request is filed after the due date of the original returns.

The due dates for filing Form 8809 are shown below.

| IF you file Form(s) . . . | ON PAPER, then the due date is . . . | ELECTRONICALLY, then the due date is . . . |
|---------------------------|--------------------------------------|--|
| W-2                       | Last day of February                 | March 31                                   |
| W-2G                      | February 28                          | March 31                                   |
| 1042-S                    | March 15                             | March 15                                   |
| 1097                      | February 28                          | March 31                                   |
| 1098                      | February 28                          | March 31                                   |
| 1099                      | February 28                          | March 31                                   |
| 3921                      | February 28                          | March 31                                   |
| 3922                      | February 28                          | March 31                                   |
| 5498                      | May 31                               | May 31                                     |
| 8027                      | Last day of February                 | March 31                                   |

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. For all forms shown in line 8, 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. When filing Form 8027 on paper only, attach a copy of your approval letter. If an approval letter has not been received, attach a copy of your timely filed Form 8809.

**Extension period.** The automatic extension is 30 days from the original due date. You may request one additional extension of not more than 30 days by submitting a second Form 8809 before the end of the first extension period (see Line 7, later). Requests for an additional extension of time to file information returns are not automatically granted. Generally, requests for additional time are granted only in cases of extreme hardship or catastrophic event. The IRS will send you a letter of explanation approving or denying your request for an additional extension.

**Note.** The automatic and any approved additional request will only extend the due date for filing the returns. It will not extend the due date for furnishing 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. For more information on penalties, see part O in the General Instructions for Certain Information Returns, and *Penalties* in the Instructions for Form 1042-S, the Instructions for Form 8027, and the Instructions for Forms W-2 and W-3.

## Specific Instructions

**Line 1.** Enter the name and complete mailing address, including room or suite number of the filer or transmitter 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.



The name and taxpayer identification number (TIN) must be consistent with the name and TIN used on your other returns. Do not use abbreviations.

Enter the name of someone who is familiar with this request whom the IRS can contact if additional information is required. Please provide your telephone number and email address. If you act as transmitter for a group of filers, enter your name and address here, and see *How to file* on page 1.

**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 employer identification number (EIN) or qualified intermediary employer identification number (QI-EIN). If you are not required to have an EIN or QI-EIN, enter your social security number. Do not enter hyphens. Failure to provide this number, and the 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 electronic filing. If you filed Form 4419, Application for Filing Information Returns Electronically, to file Forms 1042-S, 1097, 1098, 1099, 3921, 3922, 5498, W-2G, or 8027, and it was approved, the Enterprise Computing Center—Martinsburg 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 any Forms W-2, (2) are requesting an extension to file forms on paper, or (3) have not yet received your TCC.

**Line 7.** Check this box if you have already received the automatic 30-day 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.

If you check this box, be sure to complete line 9. Then sign and date the request.

**Signature.** No signature is required for the automatic 30-day extension. For an additional extension, Form 8809 must be signed by you or a person who is duly authorized to sign a return, statement, or other document.

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. Form 8809 is provided by the IRS to request an extension of time to file information returns. Section 6081 and its regulations require you to provide the requested information if you desire an extension of time for filing an information return. If you do not provide the requested information, an extension of time for filing an information return may not be granted. Section 6109 requires you to provide your taxpayer identification number (TIN). Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, or to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

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., 10 min.; Learning about the law or the form, 36 min.; Preparing and sending the form to the IRS, 28 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 Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Do not send the form to this address. Instead, see *Where to file* on page 1.