



If we deny your request, we will send a letter to your address on record with an explanation for denial. Failure to update a change of address may result in a late filing penalty. See *Where To File*, below, for the address to send your change of address or any other ExSTARS correspondence. If we do not send you a letter of denial, you may consider your extension request to be approved.

**Extension denials.** If we deny an application for extension of time to file, the information provider must file the return by the required filing date or within 1 business day from the official denial date, whichever is later.

**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.

## Where To File

### Specific Instructions

#### Line 1. Filer Information, and Form 637 Registration Number

Enter the name and complete mailing address, including room or suite number used to file your ExSTARS returns or the address on your most recently submitted change of address.

**Form 637 registration number.** Enter the assigned IRS number. Regulations sections 48.4101-1(c)(1)(iii)(iv)(vi) and (vii) require terminal operators and bulk transport carriers to be registered by the IRS. If you do not have a registration number, use Form 637, Application for Registration (For Certain Excise Tax Activities), to:

Mail	Email
Internal Revenue Service Attn: Excise Unit-Stop 5701G Cincinnati, OH 45999	sbse.excise.exstars@irs.gov



*The name and employer identification number (EIN) must match the name and EIN used on your ExSTARS returns.*

Enter the name of a person who is familiar with this request whom we can contact if additional information is required. Please provide that person's telephone number and email address.

**Line 2.** You must provide your employer identification number (EIN). Social Security Numbers and "Applied For" type designations are not valid. If you do not have an EIN, you may apply for one online. Go to the IRS website at [www.irs.gov/businesses/small](http://www.irs.gov/businesses/small) and click on the "Employer ID Numbers (EINs)" link.

**Enter your 9-digit EIN in the appropriate box.** Enter the EIN associated with the ExSTARS activities.

**Line 3.** Enter the filing period for which you are requesting an extension of time.

**Line 4.** Check the box for the form for which an extension is requested or the box marked "Combined filing," if an extension for both returns is requested. Check only one box.

**Line 5.** Check the box marked "Initial" if this is your first request for an extension of time. Check the box marked "Additional" if you have already received the initial 30-day extension, and you need an additional extension for the same return(s).

**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-EX 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 employer identification number (EIN). 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 section 6103.

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

- Recordkeeping** . . . . . X hrs., X min.
- Learning about the law or the form** . . . . . X min.
- Preparing and sending the form to the IRS** . . . . . X 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:

Internal Revenue Service  
Tax Forms and Publications  
SE:W:CAR:MP:TFP  
1111 Constitution Ave. NW, IR-6526  
Washington, DC 20224

Do not send the form to this address. Instead, see *Where To File* above.