

**Application for Additional Extension of Time To File  
U.S. Individual Income Tax Return**

Department of the Treasury  
Internal Revenue Service

▶ See instructions on back.  
▶ Be sure to complete all items.

Please type or print.  File the original and one copy by the due date for filing your return.	Your first name and initial	Last name	Your social security number
	If a joint return, spouse's first name and initial	Last name	Spouse's social security number
	Present home address (number, street, and apt. no. or rural route). (If you have a P.O. box, see the instructions.)		
	City, town or post office, state, and ZIP code		

- I request an extension of time until \_\_\_\_\_, 19\_\_\_\_\_, to file Form 1040A or Form 1040 for the calendar year 1991, or other tax year ending \_\_\_\_\_, 19\_\_\_\_\_.
- Have you previously requested an extension of time to file for this tax year? . . . . .  Yes  No
- Explain why you need an extension ▶ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If you expect to owe gift or generation-skipping transfer (GST) tax, complete line 4.**

- If you or your spouse plan to file a gift tax return (Form 709 or 709-A) for 1991, generally due by April 15, 1992, see the instructions and check here } **Yourself** . . ▶   
} **Spouse** . . ▶

**Signature and Verification**

Under penalties of perjury, I declare that I have examined this form, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete; and, if prepared by someone other than the taxpayer, that I am authorized to prepare this form.

Signature of taxpayer ▶ \_\_\_\_\_ Date ▶ \_\_\_\_\_

Signature of spouse ▶ \_\_\_\_\_ Date ▶ \_\_\_\_\_  
(If filing jointly, BOTH must sign even if only one had income)

Signature of preparer other than taxpayer ▶ \_\_\_\_\_ Date ▶ \_\_\_\_\_

**File original and one copy. The IRS will show below whether or not your application is approved and will return the copy.**

**Notice to Applicant—To Be Completed by the IRS**

- We **HAVE** approved your application. (Please attach this form to your return.)
- We **HAVE NOT** approved your application. (Please attach this form to your return.)  
However, because of your reasons stated above, we have granted a 10-day grace period from the date shown below or due date of your return, whichever is later. This grace period is considered to be a valid extension of time for elections otherwise required to be made on returns filed on time.
- We **HAVE NOT** approved your application. After considering your reasons stated above, we cannot grant your request for an extension of time to file. (We are not granting the 10-day grace period.)
- We cannot consider your application because it was filed after the due date of your return.
- We **HAVE NOT** approved your application. The maximum extension of time allowed by law is 6 months.
- Other \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
By \_\_\_\_\_  
Director

If the copy of this form is to be returned to you at an address other than that shown above or to an agent acting for you, enter the name of the agent and/or the address where the copy should be sent.

Please type or print.	Name
	Number and street (include suite, room, or apt. no.) or P.O. box number (if mail is not delivered to street address)
	City, town or post office, state, and ZIP code

## General Instructions

**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.

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

Learning about the law or the form . . . . .	7 min.
Preparing the form . . . . .	10 min.
Copying, assembling, and sending the form to the IRS . . . . .	20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form more simple, we would be happy to hear from you. You can write to both the **Internal Revenue Service**, Washington, DC 20224, Attention: IRS Reports Clearance Officer, T:FP; and the **Office of Management and Budget**, Paperwork Reduction Project (1545-0066), Washington, DC 20503. Do not send this form to either of these offices. Instead, see **Where To File**.

### Purpose

Use Form 2688 to ask for more time to file **Form 1040A** or **Form 1040**. Use it only if you already asked for more time on **Form 4868** and that time was not enough. (Form 4868 is the "automatic" extension form.)

To get the extra time you MUST:

1. File Form 2688 on time, AND
2. Have a good reason why the first 4 months were not enough. Explain the reason on line 3.

Generally, we will not give you more time to file just for the convenience of your tax return preparer. However, if the reasons for being late are beyond his or her control, or if despite a good effort you cannot get professional help in time to file, we will usually give you the extra time.

We usually do not approve Form 2688 unless Form 4868 is filed first. We will make an exception to this rule only for undue hardship. You must clearly explain this reason on line 3.

You cannot have the IRS figure your tax if you file after the regular due date of your return.

**Note:** *An extension of time to file a 1991 calendar year income tax return also extends the time to file a gift tax return for 1991.*

**If you live abroad.**—U.S. citizens or resident aliens living abroad may qualify for special tax treatment if they meet the required residence or presence tests. If you do not expect to meet either of those tests by the due date of your return, request an extension to a date after you expect to qualify. Ask for it on **Form 2350**, Application for Extension of Time To File U.S. Income Tax Return. Get **Pub. 54**, Tax Guide for U.S. Citizens and Resident Aliens Abroad.

### Total Time Allowed

We cannot extend the due date of your return for more than 6 months. This includes the 4 extra months allowed by Form 4868. (There may be an exception if you live abroad. See previous discussion.)

### When To File Form 2688

File Form 2688 by the due date of your return (April 15, 1992, for a calendar year return), or extended due date if you filed Form 4868. For most taxpayers, this is by August 17, 1992.

Be sure to file Form 2688 early, so that if your request is not approved, you can still file your return on time.

**Out of the country.**—You may have been allowed 2 extra months to file if you were a U.S. citizen or resident out of the country on the due date of your return. For this purpose, "out of the country" means either (1) you live outside the United States and Puerto Rico, AND your main place of work is outside the United States and Puerto Rico, or (2) you are in military or naval service outside the United States and Puerto Rico.

### Where To File

Make an extra copy of Form 2688. **Mail both the original AND the copy** to the IRS address where you send your return.

### Filing Your Tax Return

You may file Form 1040A or Form 1040 any time before your extension of time is up. But remember, Form 2688 does not extend the time to pay taxes. If you do not pay the amount due by the regular due date, you will owe interest. If you do not make a reasonable estimate of taxes due, you may also be charged penalties.

**Interest.**—You will owe interest on any tax not paid by the regular due date of your return. The interest runs until you pay the tax. Even if you had a good reason for not paying on time, you will still owe interest.

**Late payment penalty.**—Generally, the penalty is 1/2 of 1% of any tax (other than estimated tax) not paid by the regular due date. It is charged for each month or part of a month that the tax is unpaid. The maximum penalty is 25%. You might not owe this penalty if you have a good reason for not paying on time. Attach a statement to your return explaining the reason.

**Late filing penalty.**—A penalty is usually charged if your return is filed after the due date (including extensions). It is usually 5% of the tax not paid by the regular due date for each month, or part of a month, that your return is late. Generally, the maximum penalty is 25%. If your return is more than 60 days late, the minimum penalty will be \$100 or the balance of tax due on your return, whichever is smaller. You might not owe the penalty if you have a good reason for filing late. Attach a full explanation to your return if you file late.

**How to claim credit for payment made with this form.**—When you file your return, show the amount of any payment sent with Form 2688. Form 1040A filers should include the payment on line 28d and write "Form 2688" and the amount paid in the

space to the left. Form 1040 filers should enter it on line 57.

If you and your spouse each filed a separate Form 2688, but later file a joint return for 1991, enter the total paid with the two Forms 2688 on the correct line of your joint return.

If you and your spouse jointly filed Form 2688, but later file separate returns for 1991, you may enter the total amount paid with Form 2688 on either of your separate returns. Or, you and your spouse may divide the payment in any agreed amounts. Be sure each separate return has the social security numbers of both spouses.

## Specific Instructions

**Name, address, and social security number.**—Enter your name, address, and social security number. If you are married filing a joint return, also enter your spouse's name and social security number. If the post office does not bring mail to your street address and you have a P.O. box, enter your box number instead.

**Note:** *If you changed your mailing address after you filed your last return, you should use Form 8822, Change of Address, to notify the IRS of the change. (A new address shown on Form 2688 will not update your record.) To order Form 8822, call 1-800-TAX-FORM (1-800-829-3676).*

**Line 3.**—Clearly describe the reasons that will delay your return. We cannot accept incomplete reasons, such as "illness" or "practitioner too busy," without adequate explanations. If it is clear that you have no important reason, but only want more time, we will deny your request. The 10-day grace period will also be denied.

If because of undue hardship you are filing Form 2688 without filing Form 4868 first, clearly explain why on line 3. Attach any information you have that helps explain the hardship.

**Caution:** *If we give you more time to file and later find that the statements made on this form are false or misleading, the extension is null and void. You will owe the late filing penalty explained on this page.*

**Line 4.**—If you or your spouse plan to file **Form 709** or **709-A** for 1991, check whichever box applies. However, if your spouse files a separate Form 2688, do not check the box for your spouse.

**Your signature.**—This form must be signed. If you plan to file a joint return, both of you should sign. If there is a good reason why one of you cannot, then the other spouse may sign for both. Attach an explanation why the other spouse cannot sign.

**Others who can sign for you.**—Anyone with a power of attorney can sign. But the following can sign for you without a power of attorney:

- Attorneys, CPAs, and enrolled agents.
- A person in close personal or business relationship to you who is signing because you cannot. There must be a good reason why you cannot sign (such as illness or absence). Attach an explanation to the form.