

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

1996

Department of the Treasury
Internal Revenue Service

▶ See instructions on back.
▶ You MUST complete all items that apply to you.

Please type or print. File 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
Home address		City, town or post office, state, and ZIP code	

Please fill in the Return Label at the bottom of this page.

- I request an extension of time until _____, 19_____, to file Form 1040EZ, Form 1040A, or Form 1040 for the calendar year 1996, or other tax year ending _____, 19_____.
- Explain why you need an extension. You must give an adequate explanation ▶ _____

- Have you filed Form 4868 to request an automatic extension of time to file for this tax year? **Yes** **No**
If you checked "No," we will grant your extension only for undue hardship. Fully explain the hardship in item 2. Attach any information you have that helps explain the hardship.

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 or GST tax return (Form 709 or 709-A) for 1996, generally } **Yourself** . . ▶
due by April 15, 1997, see the instructions and check here } **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 ▶ _____

Please fill in the **Return Label** below with your name, address, and social security number (SSN). The IRS will complete the **Notice to Applicant** and return it to you. If you want it sent to another address or to an agent acting for you, enter the other address and add the agent's name.

(Do not detach)

Notice to Applicant To Be Completed by the IRS	<input type="checkbox"/> We HAVE approved your application.
	<input type="checkbox"/> We HAVE NOT approved your application. However, we have granted a 10-day grace period to _____ This grace period is considered a valid extension of time for elections otherwise required to be made on a timely return.
	<input type="checkbox"/> We HAVE NOT approved your application. After considering the information you provided in item 2 above, we cannot grant your request for an extension of time to file. We are not granting a 10-day grace period.
	<input type="checkbox"/> We cannot consider your application because it was filed after the due date of your return.
	<input type="checkbox"/> Other _____
_____	_____
Director	Date

Return Label (Please type or print)

Taxpayer's name(s) (and agent's name, if applicable)	Taxpayer's SSN
Number and street (include suite, room, or apt. no.) or P.O. box number	Spouse's SSN
City, town or post office, state, and ZIP code	

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.

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 Internal Revenue Code section 6103.

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.; and 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 simpler, we would be happy to hear from you. You can write to the Tax Forms Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. **DO NOT** send the form to this address. Instead, see **Where To File** below.

General Instructions

A Change to Note

For 1996, you no longer need to file Form 2688 in duplicate. Instead, enter your name, address, and social security number on the **Return Label** at the bottom of the form. We will use it to return the **Notice to Applicant** to tell you if your application is approved. You no longer have to attach it to your return—keep it for your records.

Purpose of Form

Use Form 2688 to ask for more time to file **Form 1040EZ, Form 1040A, or Form 1040**. Generally, use it only if you already asked for more time on **Form 4868** (the "automatic" extension form) and that time was not enough. We will make an exception **only** for undue hardship. The maximum extension of time allowed by law is 6 months.

To get the extra time you **MUST**:

- Complete and file Form 2688 on time, **AND**
- Have a good reason why the first 4 months were not enough. Explain the reason in item 2.

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

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.*

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 your 1996 calendar year income tax return also extends*

the time to file a gift or generation-skipping transfer (GST) tax return (Form 709 or 709-A) for 1996.

If You Live Abroad.—U.S. citizens or resident aliens living abroad may qualify for special tax treatment if they meet the required foreign 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**. See **Pub. 54, Tax Guide for U.S. Citizens and Resident Aliens Abroad**.

Total Time Allowed

Generally, 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 the previous discussion.

When To File

If you filed Form 4868, file Form 2688 by the extended due date of your return. For most people, this is August 15, 1997. If you did not file Form 4868 first because of undue hardship, file Form 2688 by the due date of your return. The due date is April 15, 1997, for a calendar year return. Be sure to fully explain in item 2 why you are filing Form 2688 first. Also, 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. "Out of the country" means either (a) you live outside the United States and Puerto Rico and your main place of work is outside the United States and Puerto Rico, or (b) you are in military or naval service outside the United States and Puerto Rico.

Where To File

Mail **Form 2688** to the Internal Revenue Service Center where you file your return.

Filing Your Tax Return

You may file your tax return any time before the extension expires. 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. 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.—The penalty is usually $\frac{1}{2}$ 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 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, not Form 2688, 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 your return is late. Generally, the maximum penalty is 25%. If your return is more than 60 days late, the minimum penalty is \$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 statement to your return, not Form 2688, explaining the reason.

How To Claim Credit for Payment Made With This Form.—Include any payment you sent with Form 2688 on the appropriate line of your tax return. If you file Form 1040EZ, the instructions for line 9 of that form will tell you how to report the payment. If you file Form 1040A, see the instructions for line 29d. If you file Form 1040, enter the payment on line 55.

If you and your spouse each filed a separate Form 2688 but later file a joint return for 1996, enter the total paid with both Forms 2688 on the appropriate line of your joint return.

If you and your spouse jointly filed Form 2688 but later file separate returns for 1996, 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 (SSN).—Enter your name, address, and SSN. If you plan to file a joint return, also enter your spouse's name and SSN.

Item 2.—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.

Line 4.—If you or your spouse plan to file Form 709 or 709-A for 1996, check whichever box applies. But if your spouse files a separate Form 2688, do not check the box for your spouse.

Signature and Verification.—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, the other spouse may sign for both. Attach a statement explaining 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.

Return Label.—You must complete the **Return Label** at the bottom of the form to receive the **Notice to Applicant**. Enter your name and, if applicable, your agent's name. Enter your SSN and, if filing jointly, your spouse's SSN. Also enter the address where you want the IRS to send the **Notice to Applicant**.

If the post office does not deliver mail to your street address and you have a P.O. box, enter the 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. Showing a new address on Form 2688 will not update your record. You can get Form 8822 by calling 1-800-829-3676.*

