

Department of the Treasury – Internal Revenue Service  
**Installment Agreement Request**

▶ **Please attach this completed agreement request to the front of your tax return or to the notice we sent you, and mail it to the appropriate IRS office shown on the back.**

**General Information**

If you can't pay the amount you owe in full at this time, please request an installment agreement by completing this form. Specify the amount of the monthly payment you propose to make in the block marked "Proposed monthly payment amount."

**We encourage you to make your payments as large as possible to lower penalty and interest charges. Under law, these charges continue to increase until you pay the balance in full.**

Make your check or money order payable to the Internal Revenue Service, and mark the payment with your name, address, taxpayer identification number, form number

and tax period. If you have any questions about this procedure, please call our toll-free number 1-800-829-1040.

Within 30 days, we will let you know if your request for an installment agreement is approved, or if we need more information. However, if a 1040 series tax return is filed after March 31, it may take longer than 30 days to process this request.

**Note: If you are currently in bankruptcy, do not use this form. Use the above toll-free telephone number and ask for the telephone number of your local IRS District Office Special Procedures function.**

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 (number and street). If you have a P.O. box without home delivery, show box number only			Apt. no.	Employer identification number (for business use only)	
City, province or state, and postal zone or ZIP code			Country, if not the United States (do not abbreviate)		Did this address change since you last filed? <input type="checkbox"/> NO <input type="checkbox"/> YES
Business telephone number (include area code and extension number, if any)		Most convenient time for us to call you	Home telephone number (include area code)		Most convenient time for us to call you
Tax return or notice number	Tax period	Total taxes owed on tax return or notice	Amount paid with your tax return or notice	Proposed monthly payment amount	Date each month I am able to make the payment (Must be the 1st through the 28th day)
Your signature				Date	
Spouse's signature (joint returns only)				Date	

**Privacy Act and Paperwork Reduction Act Notice**

We ask for the information on this form under authority of Internal Revenue Code sections 6001, 6011, 6012(a), 6109, and 6159 and their regulations. We use this information to process your request for an installment agreement. The principal reason we need your name and social security number is to secure proper identification. We require this information to gain access to the tax information in our files and properly respond to your request. If you do not disclose the information, the IRS may not be able to process your request.

The time needed to complete and file this form will vary

depending on individual circumstances. The estimated average time is 10 minutes.

If you have comments concerning the accuracy of this time estimate 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**, Attention: Reports Clearance Officer, T:FP, Washington, DC 20224, and the **Office of Management and Budget**, Paperwork Reduction Project (1545-1350), Washington, DC 20503. **DO NOT** send this form to either of these offices. See the back for correct mailing addresses.

# Where to send Form 9465, Installment Agreement Request:

If you live in:

**\*Use this address:  
Internal Revenue Service Center**

Florida, Georgia, South Carolina Atlanta, GA 39901

New Jersey, New York (New York City and counties of Nassau, Rockland, Suffolk, and Westchester) Holtsville, NY 00501

New York (all other counties), Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont Andover, MA 05501

Illinois, Iowa, Minnesota, Missouri, Wisconsin Kansas City, MO 64999

Delaware, District of Columbia, Maryland, Pennsylvania, Virginia Philadelphia, PA 19255

Indiana, Kentucky, Michigan, Ohio, West Virginia Cincinnati, OH 45999

Kansas, New Mexico, Oklahoma, Texas Austin, TX 73301

Alaska, Arizona, California (counties of Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, and Yuba), Colorado, Idaho, Montana, Nebraska, Nevada, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming Ogden, UT 84201

California (all other counties), Hawaii Fresno, CA 93888

Alabama, Arkansas, Louisiana, Mississippi, North Carolina, Tennessee Memphis, TN 37501

American Samoa Philadelphia, PA 19255

Puerto Rica (or if excluding income under section 933) Philadelphia, PA 19255

Virgin Islands:  
Nonpermanent residents

Foreign country: Philadelphia, PA 19255  
U.S. citizens and those filing Form 2555,  
Form 2555-EZ, or Form 4563

All A.P.O. and F.P.O. addresses Philadelphia, PA 19255

**\*Use the address shown above even if you file an electronic tax return to another address.**

Form **9465** BACK (Rev. 7/93)