

How to File your own Federal Extension

1. Go to www.irs.gov
2. Click “make a payment”
3. Click “**direct pay with bank account**” (credit card charges additional fees)
4. Click “pay individual tax”
5. Click “make a payment” again
6. Apply payment to Form 1040 - Income Tax
7. You **MUST** select “Extension” for the reason. Otherwise you are not filing an extension.
8. Select **2025** for Tax Period for Payment
9. “Tax Year for Verification” - you may choose any year, but you must complete all information **EXACTLY** as it appears on your tax return for the year you choose. (Meaning don’t spell out “Street” if it was abbreviated on your tax return as “ST”. Don’t use a period if your tax return didn’t use a period, etc)

It takes a minimum payment of \$1 for the IRS to process the extension. Let us know the amount you pay with your extension during your appointment.

Remember that an extension gives you 6 additional months to file your tax return. It does **NOT** extend the time to **PAY** your tax liability. Any amounts due are due on April 15 whether you file an extension or not. You must guess how much you will owe and make a payment. Therefore, it’s best to overpay so that you are getting a refund when you do actually file the return to prevent incurring penalties and interest.

This Federal Extension extends most states automatically - (DE and NH are the exceptions).

If you are having difficulty - you may print out the extension form and mail it in.
Here is the link: <https://www.irs.gov/pub/irs-pdf/f4868.pdf>

City of KC extension

If you have a city tax return the rules may be different depending on which city you need to file. **Kansas City, MO (KCMO) now requires their own separate extension to claim your refund after tax day.** This is the link to find the KCMO extension forms.

<https://www.kcmo.gov/city-hall/departments/finance/tax-home/tax-forms>

The extension is Form RD-112 for individuals (wage earners). Each spouse needs their own form. You are not required to make a payment for this form. All extensions are required to be electronically filed through their website.

Call the KCMO Revenue Division if you need assistance (816)-513-1120