

Extension Policy

The filing deadline for the 2023 tax year is March 15th, 2024 for Partnerships and S-Corporations; and April 15, 2024 for Individuals and C-Corporations. Our policy is to work on returns in the order they are received, substantially complete, in our office.

Please take note of these conditions for extension filing:

- If the documents to file your return is currently within our office, then we will automatically file an extension on your behalf. You do not need to call.
- If you have not given us the documents needed to file your return, we **will not** file an extension on your behalf.
 - You must fill out the Extension Request Form and submit it to the office **before** the filing deadline for your entity(s) in order for us to file the extension(s)

All taxes are expected to be paid by April 15th regardless of whether an extension has been filed or not. The extension eliminates late filing penalties, only, and is therefore very important.

Extension Facts:

- The true purpose of an extension is to further clarify information and ensure the accuracy of the information being reported to the IRS.
- The tax liability is your responsibility. Payment in full is expected by April 15th, with or without an extension.
- We received your information late (after March 15th), which has reduced our ability to process your information to determine an accurate estimate of your tax liability.
- The lack of an accurate extension payment may result in penalties and interest

Based on available time we may conduct a preliminary review of your documents which is not guaranteed to eliminate all penalties or interest, as described above. Any penalties and resulting interest will be your sole responsibility. This acknowledgement, and the terms within our engagement letter represent the entire agreement regarding our tax preparation services, and supersedes all prior agreements, written or oral.

It is our intention that as many extended returns as possible be filed by June. We work on files in the order they are received substantially complete, in our office. We will be in touch with you concerning our anticipated timeline, and to schedule an appointment if necessary

Extension Request Form

This is a request form for The Harris Ward Group to file an extension on your behalf.

Please fill out all that applies:

Individual Income Tax Return Extension Request

Your name(s)

Address

Is this address the same as the one on your previous tax return:

City, town, or post office

State

Zip code

Your social security number

Spouse's social security number

Business Income Tax Return Extension Request

Actual Business name

Business Address

Is this address the same as the one on your previous tax return:

City, town, or post office

State

Zip code

Business's EIN

LLC, Partnership, C-Corp, S-Corp