

# Instructions for Requesting an Extension

## **My registration needs to be renewed, but my financial information isn't ready yet. Can I get an extension?**

Charitable organizations can request an extension. Most organizations can request a 3-month extension, and then an additional 3-month extension if more time is needed.

Form 990-T organizations will receive an automatic 6-month extension, but they cannot request additional extensions.

## **Is there a fee for extensions?**

No. Extensions are free.

## **How do I file an extension?**

- [Log in to your account](#) with your user ID and password. [Need help logging in?](#)
- Click on "File a document".
- Click on "File Extension" in the list of available transactions.
- Review the information on the extension request page.
- Choose "Yes" or "No" to indicate if the organization is a 990-T corporation. The IRS Form 990-T is a tax return that must be filed by organizations that had unrelated trade or business income.

If yes, then your organization will be requesting an automatic 6-month extension, rather than the 3-month extension available to all other organizations. There is no additional (second) extension request for organizations that file the Form 990-T.

- When you have completed the form, click on "Sign extension" at the bottom of the page to submit it.
- The next page will confirm the filing of the extension and tell you what your new (extended) due date is.

## **When should I request an extension?**

Extension requests should be made before the original or extended deadline has passed to avoid late fees and preserve your status.

**My organization filed for an extension with the Internal Revenue Service (IRS). Does that automatically grant me an extension with your office?**

No. You will need to request an extension from us through our website.

**Your system is offering me a three-month extension, but we need more time than that. Can I request an additional extension?**

Most organizations can request a 3-month extension, and then an additional 3-month extension if more time is needed. You cannot request both at the same time.

If you need both extensions, file the first extension, click on "File a document" to return to the available filings, and file the second extension. You will have to provide a reason for the second extension.

**Can I get an extension for a campaign financial report?**

No. The deadline for filing a campaign financial report can't be extended. All campaign reports are due within 90 days of the end of a solicitation campaign. Failure to file on time will result in late fees. Continued failure to file a report will eventually result in the fundraiser's registration being suspended.

[Go to the Charities and Fundraisers home page](#)