

**2024 PERSONAL EXTENSION REQUEST FORM  
ROSSMAN TAX SERVICE**

The government due date for tax returns is April 15th, 2025. If you are not ready to have your tax information prepared or if you cannot have your tax information delivered to us by March 24th, 2025, you must send us the written request below. We will then put your tax returns on extension. All extension requests must be received by April 1<sup>st</sup>, 2025.

Please complete the form below and send it back to us along with the Non-Refundable Personal Extension Request Fee in the amount of \$75.00.

If you believe that you will owe money on your taxes, please call us. We will have you mail an estimated payment along with the extension. Please note extensions allow additional time to file, but do not extend your time to pay. Taxes paid After April 15<sup>th</sup> will be considered late and are subject to interest and penalty.

There will only be one 6-month extension granted. The final due date for personal tax returns on extension is October 15th, 2025.

Failure to file your return in a timely manner can cost you additional interest and penalties.

Once on extension, the deadline to submit your tax information to us in September 1<sup>st</sup>, 2025. Information received after September 1<sup>st</sup>, 2025, may cause you to incur late filing fees. We will no longer be sending reminders. If you are on an extension, you must either mail your information by September 1<sup>st</sup>, 2025 or call us for an appointment prior to October 15th, 2025.

Failure to file your return in a timely manner can cost you additional interest and penalties. We cannot file extensions after the due dates. It is your responsibility to see that your returns are completed in a timely fashion.

**SEND THE COMPLETED FORM BELOW BEFORE APRIL 1st, 2025**

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TAXPAYER NAME \_\_\_\_\_ TAXPAYER SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

SPOUSE NAME \_\_\_\_\_ SPOUSE SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CLIENT ADDRESS \_\_\_\_\_

CLIENT PHONE NUMBER ( \_\_\_\_\_ ) \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

TAXPAYER SIGNATURE \_\_\_\_\_

SPOUSE SIGNATURE \_\_\_\_\_