



1307 NE 78<sup>th</sup> St #B12  
Vancouver, WA 98665  
(360) 694-8206

**New Client Extension Request**

Date Requested: \_\_\_\_\_

By signing and paying the \$50 deposit, I have given Northwest Accounting & Tax Service permission to file an extension for my/our personal 1040 tax return and/or any state tax return I have requested for the 2023 tax year.

1. Northwest Accounting & Tax requires a \$50 deposit that **will** be applied to the tax return price.
2. Northwest Accounting & Tax request a copy of last year's tax return.
3. If I have an ID Pin from IRS, I will provide it to file an extension.
4. State tax return extension requested: \_\_\_\_\_
5. My appointment is scheduled for: \_\_\_\_\_
6. I understand failure to contact Northwest Accounting & Tax Service by September 1<sup>st</sup>, 2024 will result in the \$50 deposit being non-refundable.
7. Northwest Accounting & Tax Service will file the extension on or before April 15<sup>th</sup> 2024.
8. Northwest Accounting & Tax Service will send you an email confirmation.

I understand that filing an extension is only an extension to file tax return. **It is NOT an extension to pay your taxes.** If I think I will owe any taxes, I understand that IRS will charge penalties (.5% per month until the tax is paid) plus interest (currently 8% annually, compounded daily) until the balance is paid starting on April 15<sup>th</sup>, 2024.

I know I can make a payment NOW by going to [www.irs.gov](http://www.irs.gov) "Make a Payment". Mark the boxes saying you are paying with an extension. You need to keep proof you making this tax payment.

I understand that failure to file my completed tax return with IRS by 10-15-2024 will result in IRS imposing "Failure to File Penalties" for any balance not paid starting on April 15<sup>th</sup>, 2024 and it could be 25% of the balance due.

Client Name: \_\_\_\_\_ Spouse (if Joint) \_\_\_\_\_

Client SSN: \_\_\_\_\_ Spouse SSN: \_\_\_\_\_

Client Birthdate: \_\_\_\_\_ Spouse Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NW Accounting (Internal)**

\_\_\_\_\_ Date: \$50 Fee has been paid

Extension was Filed:

\_\_\_\_\_ Federal Extension      \_\_\_\_\_ State Extension: \_\_\_\_\_

\_\_\_\_\_ Email confirmation was sent to client      \_\_\_\_\_ Mailed confirmation to client

Other Notes: