

12324 Hampton Way Drive, Suite 201 | Wake Forest, North Carolina, 27587

Individual tax filers, regardless of income, can use [Free File](#) to electronically request an automatic tax-filing extension. You can also use this form to paper-file your extension.

1. Go to <https://www.irs.gov/filing/free-file-do-your-federal-taxes-for-free>
2. Click on blue “Use Free File Fillable Forms” button
3. Click on blue “Start Free File Fillable Forms” button
4. Click on blue “Start Free File Fillable Forms” button again
5. Create an account with an email address, user id, mobile phone number and password. ***It will ask you to verify the new account by either text or email.*
6. After filling in each field on the “Create An Account” page, click the blue “Create Account” button at the bottom of the page.
7. Once logged in, click on the light blue “File Extension” button at the top left of screen



8. Fill out the applicable boxes on form 4868

Form 4868		Application for Automatic Extension of Time To File U.S. Individual Income Tax Return		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service		For calendar year 2022, or other tax year beginning _____, 2022, and ending _____, 20__		2022
Part I Identification		Part II Individual Income Tax		
1 Your first name, initial, last name _____ Spouse first name, initial, last name _____		4 Estimate of total tax liability for 2022 \$ <input type="text" value="0"/>		
Address (see instructions) _____ Apt. No. _____		5 Total 2022 payments <input type="text" value="0"/>		
City, town, or post office _____ State _____ ZIP code _____		6 Balance due. Subtract line 5 from line 4. See instructions <input type="text" value="0"/>		
Foreign country name _____ Province _____ Postal Code _____		7 Amount you're paying (see instructions) <input type="text" value="0"/>		
2 Your social security number _____ 3 Spouse's social security number _____		8 Check here if you're "out of the country" and a U.S. citizen or resident. See instructions <input type="checkbox"/>		
For Privacy Act and Paperwork Reduction Act Notice, see instructions later.		9 Check here if you file Form 1040-NR and didn't receive wages as an employee subject to U.S. income tax withholding <input type="checkbox"/>		
		Cat. No. 13141W		Form 4868 (2022)

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9. If you owed the IRS in 2021, we recommend you make a similar payment with your extension and you would enter that amount on **line 4**. *Leave it as zero if you don't think you owe or do not want to make a payment with your extension.*
10. If you made and estimated payments for 2022, please add them up and enter that total for **line 5**.
11. Subtract the amount on line 5 from the amount on line 4 and enter that total on **line 6**.
12. If you are making a payment with your extension, enter the amount on **line 7**.
13. For **lines 8 & 9**, please check if either situation is applicable to you.
14. Click on STEP 2. E-file Your Extension Form



15. If you wish to file a paper Form 4868, print the Form 4868 that you just completed (include a check or money order of your payment if applicable) and then mail to the appropriate address in the instructions on next page.

OR

Fill out the remaining sections on the “E-File Your Extension” page in order to electronically file your extension. Once you are finished with these sections, you can click the green “Continue to E-File” button shown below to finish.

Where To File a Paper Form 4868

If you live in:	And you're making a payment, send Form 4868 with your payment to Internal Revenue Service:	And you're not making a payment, send Form 4868 to Department of the Treasury, Internal Revenue Service Center:
Florida, Louisiana, Mississippi, Texas	P.O. Box 1302, Charlotte, NC 28201-1302	Austin, TX 73301-0045
Arizona, New Mexico	P.O. Box 802503, Cincinnati, OH 45280-2503	Austin, TX 73301-0045
Arkansas, Connecticut, Delaware, District of Columbia, Illinois, Indiana, Iowa, Kentucky, Maine, Maryland, Massachusetts, Minnesota, Missouri, New Hampshire, New Jersey, New York, Oklahoma, Rhode Island, Vermont, Virginia, West Virginia, Wisconsin	P.O. Box 931300, Louisville, KY 40293-1300	Kansas City, MO 64999-0045
Pennsylvania	P.O. Box 802503, Cincinnati, OH 45280-2503	Kansas City, MO 64999-0045
Alaska, California, Colorado, Hawaii, Idaho, Kansas, Michigan, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wyoming	P.O. Box 802503, Cincinnati, OH 45280-2503	Ogden, UT 84201-0045
Alabama, Georgia, North Carolina, South Carolina, Tennessee	P.O. Box 1302, Charlotte, NC 28201-1302	Kansas City, MO 64999-0045
A foreign country, American Samoa, or Puerto Rico, or are excluding income under Internal Revenue Code section 933, or use an APO or FPO address, or file Form 2555 or 4563, or are a dual-status alien, or are a nonpermanent resident of Guam or the U.S. Virgin Islands	P.O. Box 1303, Charlotte, NC 28201-1303	Austin, TX 73301-0215