

Form 7004 Instructions

Here are the steps to this very simple process:

Fill in the top of the form with your business name, address and EIN number.

- *If you are an **S Corporation** enter **25** on line **c** of **Part III***
- *If you are a **Corporation (1120)** enter **12** on line **c** of **Part III***
- *If you are a **Partnership (1065)** enter **09** on line **c** of **Part III***
- *If you are a **Trust (1041)** enter **05** on line **b** of **Part II***
- *If you are an **Estate (1041)** enter **04** on line **b** of **Part II***
- *Your last entry is on **line 5a of Part V** where you will enter the appropriate tax year **17** in the first entry box on the line just after “calendar year 20_17_”.*

*It is **NOT** necessary for you to sign this 7004 form. Mail your request form to IRS, Ogden, UT 84201-0045. I would also suggest that you make a copy of the form and the mailing postmark for your record. **To be extra thorough you could mail it certified with a return receipt requested. I’ll leave that up to you.***