

Form 8868 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 or Social Security number.

- *Fill in the two boxes with your appropriate **code number**, which can be found in the list below the **code box**.*
- *Fill in the remainder of the form with the appropriate information. Keep in mind that your extension is due on or prior to the 15th of the third month after your calendar year of fiscal year.*

*It is **NOT** necessary for you to sign this 8868 form. Mail your request form to Department of the Treasury Internal Revenue Service Center 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.*