

Form 7004 Instructions

Here are the steps to this very simple process:

- 1. Fill in the top of the form with your business name, address and EIN number.*
- 2. If you are a **Partnership** enter **09** on line 1 of Part I*
- 3. If you are an **Estate** enter **04** on line 1 of Part I*
- 4. If you are a **Trust** enter **05** on line 1 of Part I*
- 5. If you are a **Corporation** enter **12** on line 1 of Part I*
- 6. If you are an **S Corporation** enter **25** on line 1 of Part I*

- 7. Your last entry is on line 5a of Part III where you will enter the appropriate tax year 20 in the first entry box on the line just after “calendar year 20_20_.*

*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.***