

# 2011 Filing Extension For Individuals

# Arizona Form 204

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## Use of Form 204

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Leave the paper behind and e-file your Arizona extension request. Visit [www.azdor.gov](http://www.azdor.gov) for e-file requirements.

Use Form 204 to apply for an extension of time to file an Arizona Form 140, 140A, 140EZ, 140ET, 140PTC, 140PY, or 140NR.

If you are using Form 204 to request a filing extension for a composite return, enter the partnership's or S corporation's EIN in the area designated for an individual's SSN.

Individuals use this form to apply for an automatic six (6) month extension.

Also use Form 204 to remit an extension payment whether you are requesting an Arizona extension or using a valid federal extension. However, if you are filing under a federal extension, but making an electronic extension payment or making an extension payment using a credit card, you do not need to send in Form 204.

Arizona will accept your federal extension for the period covered by the federal extension.

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## When to File

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For 2011, you must file Form 204 by April 17, 2012 (or by the original due date of your return).

Complete Form 204 to request an automatic six (6) month extension. Mark your envelope "Extension Request."

If you are not sending a payment with your request, mail the request to: Arizona Department of Revenue, PO Box 52138, Phoenix AZ 85072-2138.

If you are sending a payment with this request, mail the request to: Arizona Department of Revenue, PO Box 29085, Phoenix AZ 85038-9085.

The department will not return a copy of the Form 204 to you. Be sure to keep a copy of the completed Form 204.

**An extension does not extend the time to pay your tax.** You must still pay your tax liability by April 17 (or by the original due date of your return). If you do not pay at least 90% of the tax liability (both income tax and use tax) disclosed by your return by the return's original due date, you will be subject to the extension underpayment penalty. We charge interest from the original due date to the date of payment.

**Extension Underpayment Penalty:** We impose this penalty if you do not pay at least 90% of the tax liability shown on your return filed under an extension by the return's original due date. The extension underpayment penalty is ½ of 1% (.005) of the tax (both income tax and use tax) not paid for each 30 day period or fraction of a 30 day period. We impose this penalty from the original due date of the return until you pay the tax. The extension underpayment penalty cannot exceed 25% of the unpaid tax. If we charge you the extension underpayment penalty, we will not charge you the late payment penalty under Arizona Revised Statutes section 42-1125.D.

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## Nonresident Aliens

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The due date for your Arizona return is not the same as the due date for your federal return. Your Arizona return is due by April 17 even though your federal return is due on June 15. If you want to file your Arizona return after April 17, you must ask for a filing extension. You must file this request by April 17. Arizona will allow up to a 6-month

extension. This will allow you to file your return by October 15, 2012.

If you have a federal 6-month extension, you can file your Arizona return under that extension. If you file using your federal extension, Arizona will also allow you an extra 6 months. Because we will allow only 6 months, the due date for your Arizona return is not the same as the due date for your federal return. In this case, your Arizona return will be due by October 15 even though your federal return will not be due until December 15. If you file your 2011 Arizona calendar return after October 15, 2012, your return will be late.

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## Making Your Payment

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Individuals may make extension payments by check, electronic check, money order, or credit card. Partnerships or S corporations making an extension payment on behalf of nonresidents participating in the filing of a composite return must make those payments by check or money order.

### Check or money order

If paying by check or money order, make your check or money order payable to Arizona Department of Revenue. Write your **SSN** and **2011 extension** on the **front** of your check or money order. Attach your check to the front of Form 204 where shown.

### Electronic payment from your checking or savings account

You can make an electronic payment from your checking or savings account to pay your balance due for 2011. There is no fee to use this method. To make an electronic payment, go to [www.aztaxes.gov](http://www.aztaxes.gov) click on the "Make a Payment" link. The "E-Check" option in the "Payment Method" drop-down box will debit the amount from the checking or savings account that you specify. If you make an electronic payment from your checking or savings account, you will receive a confirmation number. **Please keep this confirmation number as proof of payment.**

***NOTE:** You may not make an electronic payment from your checking or savings account if the payment will ultimately be coming from a foreign account. In this case, you must pay by check or money order.*

### Credit card payment

You can pay with your Visa, MasterCard, Discover, or American Express credit card. Go to [www.aztaxes.gov](http://www.aztaxes.gov) click on the "Make a Payment" link and choose the credit card option. This will take you to a third party vendor site. The provider **will charge** you a convenience fee based on the amount of your tax payment. The service provider will tell you what the fee is during the transaction; you will have the option to continue or cancel the transaction. If you complete the credit card transaction, you will receive a confirmation number. **Please keep this confirmation number as proof of payment.**

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## Instructions Before Mailing

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Make sure that you have completed all the information requested on the **front** of the form.

To avoid an extension underpayment penalty, make sure you pay at least 90% of your Arizona tax liability.