



# APPLICATION FOR EXTENSION OF TIME TO FILE CORPORATION INCOME TAX RETURN

## GENERAL INSTRUCTIONS

**Purpose of Form** Form 500E is used by a corporation to request an extension of time to file the corporation income tax return (Form 500) and to remit any balance of tax due.

**NOTE:** Do not use this form for pass-through entities (including S corporations) or to remit employer withholding tax.

**General Requirements** Maryland law provides for an extension of time to file, but in no case can an extension be granted for more than six months beyond the original due date. A request for extension of time to file will be automatically granted for six months, provided that:

- 1) Form 500E is properly filed and submitted by the original due date (15th day of the 3rd month following close of the tax year or period, or by the original due date required for filing of the federal return);
- 2) full payment of any balance due is submitted with Form 500E; and
- 3) an application for extension of time has been filed with the Internal Revenue Service or an acceptable reason has been provided with Form 500E.

A proper application for extension of time to file will not be acknowledged. If the extension request is denied, the corporation will be notified.

Form 500E does not extend the time allowed to pay the tax. Maryland law provides for accrual of interest and imposition of penalty for failure to pay any tax when due.

Consolidated returns are not allowed under Maryland law. Affiliated corporations which file a consolidated federal return must file separate Maryland extension applications for each member corporation.

**When and Where to File** File Form 500E by the 15th day of the 3rd month following the close of the taxable year or period, or by the original due date required for filing the federal return. The application for extension of time must be filed with the Comptroller of the Treasury, Revenue Administration Division, Annapolis, Maryland 21411-0001.

## SPECIFIC INSTRUCTIONS

**Name, Address and Other Information** Type or print the required information in the designated area. DO NOT USE THE LABEL FROM THE TAX BOOKLET COVER.

Enter the name exactly as specified in the Articles of Incorporation, or as amended, and continue with any "Trading As" (T/A) name if applicable.

Enter the Federal Employer Identification Number (FEIN). If a FEIN has not been secured, enter "APPLIED FOR" followed by the date of application. If a FEIN has not been applied for, do so immediately.

Check the applicable box if the name or address has changed or if this is the first filing of the corporation.

**Taxable Year or Period** ENTER THE BEGINNING AND ENDING DATES OF THE TAXABLE YEAR IN THE SPACE PROVIDED AT THE TOP OF FORM 500E.

The same taxable year or period used for the federal return must be used for Form 500E.

**Tentative Tax** Enter the total amount of income tax liability expected for the tax year on line 3.

**Estimated Tax Payments** Enter on line 4 the total amounts paid with Form 500DP or 500D – Declaration of Estimated Corporation Income Tax for the taxable year or period. Also include any amount carried forward as a credit from the prior year Form 500 – Corporation Income Tax Return.

**Balance Due** Enter the amount of tax due on line 5 and remit full payment with this form.

**Signature and Verification** An authorized officer or the paid preparer must sign and date Form 500E indicating the corporate title or preparer firm name and address.

**Payment Instructions** Include a check or money order made payable to the Comptroller of the Treasury for the full amount of any balance due. All payments must indicate the Federal Employer Identification Number, type of tax and tax year beginning and ending dates. DO NOT SEND CASH.

**Mailing Instructions** Use the envelope provided in the tax booklet and place an "X" in the appropriate box in the lower left corner to indicate the type of document enclosed. Also, be sure to read and follow the reminders listed on the back of the envelope.