

## 8 CHAPTER: VIEW EXTENSION INFORMATION

### 8.1 Overview

Taxpayers can request an extension of time beyond the original due date to file a tax return. This extended due date is determined based on the tax type, the federal requirements for extensions, and state law. If your MOU allows you access to return information, you can view extension information for business taxpayers in your locality or up to 20 adjacent localities, Sales Tax and Use Tax extension information for business taxpayers regardless of the locality, and individual taxpayers regardless of the locality on the Extension window in the IRMS Web application.

#### Extension Window

The illustration below is the Extension window.

The screenshot shows a web application window titled "IRMS" with a menu bar containing "File" and "Help". The main content area is titled "Extension" and is divided into several sections:

- General Information:** Name: Doe, John; SSN: 111-22-3333; Acct No: 33-111223333S-001; Tax Type: Individual.
- Tax Account Period:** Total Liabilities: \$0.00; Total Resources: \$0.00; Balance: \$0.00; TAP Status: Open; Filing Status: Not Filed; Due Date: 05/01/2005; Ext. Due Date: 09/01/2005.
- Extension Information:** Submitted Date: 04/13/2005; Extended Due Date: 09/01/2005; Processed Date: 04/15/2005; Status: Approved; Tax Representative: VATAX; Reason For Denial: (empty field); Reason for Extended Due Date Change: (empty field).

A "Close" button is located in the bottom right corner of the window.



## 8.2 View Extension Information

To view extension information, the following steps are performed:

- Step 1:** Perform a **Customer Search** to open the Customer Profile window (see the *View Customer Profile Information* chapter of this User Guide for detailed information on performing a Customer Search).

Customer Profile -

File Customer Help

Customer

Customer

SSN: 333-33-3333 Entity Type: Individual

Name: JOHN DOE

Street: 600 E. MAIN STREET

City: RICHMOND State: VIRGINIA

Zip: 23235

Undeliverable

Last Address Update: 08/15/2004 16:41:23

Close

- Step 2:** From the Customer Profile window, select **Customer: Tax Account**. The Tax Account window opens.

Tax Account

File Tax Account Help

Tax Account - DOE, JOHN

Tax Account

Tax Type: Individual Income

Tax Account Number: 33-222222225-001

Street: 600 E. MAIN STREET

City: FAIRFAX State: VA

Zip: 22033

Last Address Update: 08/15/2004 16:41:23

Undeliverable

Tax Account Periods

Tax Account Period	Balance	Filing Status
Jan 2005-Dec 2005 J	\$300.00	Not Filed

Open Close



IRMS

File Help

**Extension**

General Information		Tax Account Period	
Name: Doe, John	Acct No: 33-111223333S-001	Total Liabilities: \$0.00	Filing Status: Not Filed
SSN: 111-22-3333		Total Resources: \$0.00	Due Date: 05/01/2005
Tax Type: Individual		Balance: \$0.00	Ext. Due Date: 09/01/2005
		TAP Status: Open	

**Extension Information**

Submitted Date: 04/13/2005      Extended Due Date: 09/01/2005      Processed Date: 04/15/2005

Status: Approved      Tax Representative: VATAX

Reason For Denial: \_\_\_\_\_

Reason for Extended Due Date Change: \_\_\_\_\_

Close

**Step 5:** Click **Close** to exit the window and return to the Tax Account Period Entries window.