

ProWeb: How to E-file a Federal Extension

With the upcoming filing deadline of April 18th, we wanted to provide a quick guide to adding then e-filing an Application for Extension in case any of your clients will need one. Please note that regardless of filing an extension, all balance dues must be paid no later than April 18th to avoid penalties and interest.

If starting a new return, complete the return through Basic Information. Then, go directly to the Miscellaneous Forms section > Form 4868.

The screenshot shows the 'Miscellaneous Forms' section of the ProWeb interface. On the left sidebar, the 'Miscellaneous Forms' link is circled in red. A red arrow points from this link to the 'Form 4868 Application for Extension' entry in the main content area. The 'Form 4868' entry has a 'BEGIN' button circled in red.

Form Number	Description	Action
Form 8379	Injured Spouse	BEGIN
Form 1310	Claim a Refund Due to a Deceased Taxpayer	BEGIN
Form 4868	Application for Extension	BEGIN
Form 8958	Married Filing Separately Allocations	BEGIN
IRS Identification Pin	PIN needed if you were issued a CP01A notice from the IRS	BEGIN
Installment Agreement Request	Requested on Form 9465	BEGIN

Complete the Application for Extension then “Continue” to save. Next, navigate to E-file and click “File Extension”.

The screenshot shows the 'Application for Extension Found' screen. On the left sidebar, the 'E-file' link is circled in red. A red arrow points from this link to the 'FILE EXTENSION' button in the main content area. The 'FILE EXTENSION' button is also circled in red.

What would you like to do?

MAKE CHANGES FILE EXTENSION FILE RETURN

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Follow the prompts to successfully e-file the Application for Extension.

Submit Extension

Please complete and review all information before submitting your extension.

When you click 'Continue', your return will be processed at our service center for an extension. It is still your responsibility to pay any balance due on your return by Monday, April 18, 2022.

I Understand

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There will be a couple additional screens to complete. Client List will display the accepted or rejected status of the extension e-filed