



PAUL G. DION
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Extension Agreement – Tax Year 2023 990 Non-Profit Organizations

The filing deadline for non-profits/charities/tax-exempt organizations (Form 990) is due by the 15th day of the 5th month after the end of your organization's accounting period, or May 15th for calendar year taxpayers.

Our policy is to work on returns in the order they are received, substantially complete, in our office. Accordingly, if we did not receive your information by April 15th (or one month before your Fiscal-Year-End filing deadline), it appears that an extension may be necessary for your return.

Returns are granted an extension for the due date of filing, but that does not extend the time you have to pay your taxes. The final tax owed is expected to be paid by the original filing deadline regardless of whether or not an extension has been filed. By signing, you acknowledge the following statements:

- The true purpose of an extension is to further clarify information and ensure the accuracy of the information being reported to the IRS.
- The tax liability is your responsibility. Payment in full is expected by May 15th, with or without an extension.
- The lack of an accurate extension payment to cover your tax liability may result in penalties and interest.
- A timely filed extension accompanied with a payment of at least 90 percent of the tax due may eliminate the failure-to-pay penalty.
- If we received your information late, it reduces our ability to process your information to the point that an accurate estimate of your tax liability can be made.
- Failure to send us all your information to complete your tax return prior to the extension deadline may result in the nullification of your extension and failure to file penalties, which will be your sole responsibility.

Our Extension filing fee is \$25, plus a down payment of at least 50% of your tax preparation fee.

All extensions are six months. [The 2023 filing deadline for tax-exempt organizations on extension is November 15, 2024.](#)

There are no additional extensions.

Once an extension has been filed, it is your responsibility to send us all of your materials in a timely manner.

- Information received after July 1st will result in a \$50 late fee per month
- Information received after October 1st will result in a \$100 rush fee.

By providing your information to us, you are agreeing to the terms set forth in our standard engagement letter, and that if needed, we will file an extension for your federal and state tax returns. You are also agreeing that no extension payment will be calculated by our office. This may result in penalties as described above, and those penalties and any resulting interest will be your sole responsibility. This acknowledgement and the terms within our engagement letter represent the entire agreement regarding our tax preparation services and supersedes all prior agreements, written or oral, regarding our services.

By signing below, you are acknowledging and agreeing to the terms set forth above.

APPROVED BY:

(Representative Signature) _____ DATE: _____

Name of Organization: _____

Upon advice of counsel, our policy is to begin work only after receipt of this signed letter & your payment.

Paul Dion, CPA