

Application for Extension of Time to File an Oklahoma Income Tax Return

Tax Year 2003

FORM **504**

(Not an extension of time to file your Corporate Franchise Tax return)

For the year January 1 - December 31, or other taxable year beginning _____, 2003 ending _____.

INDIVIDUALS: Your first name & initial (if joint return, spouse's first name & initial) Last name

CORPORATIONS: Corporate Name

Present address (number and street, including apartment number or rural route)

City, State and Zip

Your Social Security Number

Spouse's Social Security Number

CORPORATIONS:
Federal Identification Number

Extension of Time to File an Income Tax Return

This is not an extension of time for payment of tax, but only to file your return. 90% of your tax liability must be paid by the original due date.

An **Extension of Time to File** with the IRS has been granted to: **DATE** _____

Extension of Time to File with the Okl. Tax Commission is requested to: **DATE** _____

If requesting a total of more than 4 months for individuals or more than 6 months for corporations, please state reason here: _____

Oklahoma Income Tax Computation

1. Total income tax liability (You may estimate this amount)	1		00
<i>Note: You must enter an amount on line 1. If you do not expect to owe tax, enter zero.</i>			
2. Oklahoma income tax withheld.....	2		00
3. Estimated tax payments (include prior year overpayment allowed as a credit)	3		00
4. Other payments and credits you expect to show on your return	4		00
5. Add lines 2, 3 and 4	5		00
6. Income tax balance due (subtract line 5 from line 1)	6		00
7. Amount you are paying. Important: Extension is valid only if 90% of the tax liability is paid by the original due date	7		00

Approval

Approval required only if the application is for over 4 months for individuals or 6 months for corporations.

Approved: Disapproved:

For the Oklahoma Tax Commission:

Signature of Approving Officer

If the copy of this form is to be returned to you, or an agent acting for you, at an address other than the address shown at the top of this form, please enter that address here:

Name _____

Address _____

City, State, Zip _____

Signature and Verification

Under penalty of perjury, I declare that the information contained in this document, attachments and schedules are true and correct to the best of my knowledge and belief.

Your Signature (If corporation, officer's signature)	Date
Spouse's Signature (if filing jointly, BOTH must sign even if only one had income)	Date
Paid Preparer's Signature	Date

General Information

An extension of time to file your income tax return shall not be granted unless 90% of the tax liability is paid on or before the original due date of the return.

Since the Oklahoma return cannot be completed until the Federal return is completed, the Oklahoma Tax Commission has administratively adopted the policy of honoring the automatic Federal extension, when no additional state tax is due, as an extension of time to file the Oklahoma return. When you file your Oklahoma return, simply enclose a copy of the Federal extension or your confirmation number if you requested your Federal extension by phone.

Therefore, you only need to use this form to apply for additional time to file your income tax return when you owe additional Oklahoma income tax, you do not have a Federal extension, or you need to file for additional time beyond that granted by the Federal extension.

Remember, you can not get an extension of time to pay your income tax, but only to file your return. Delinquent penalty of 5% may be charged, if at least 90% of your total tax liability has not been paid by the original due date. Delinquent interest, at the rate of 1 1/4% per month, may be charged if 100% of your tax liability is not paid by the original due date of the return.

You may make your extension payment via credit card, over the internet or by telephone. You can log on to our web site at www.oktax.state.ok.us and click on the "**Payment Options**" link or you can telephone **1-800-2PAY-TAX**. There is a 2.5% convenience fee charged to utilize this service. When you finish, please retain the confirmation number for your records.

Important Note: If you make your extension payment by credit card, do not mail Form 504 unless you are requesting an extension of more than 4 months for individuals or more than 6 months for corporations.

Instructions

1. An extension cannot be granted for more than one-half the accounting period covered by the individual return (i.e. 6 month extension for a 12 month tax year). In the case of a Corporate return, an extension may not exceed a total of 7 months.
2. Applications for extensions of time must be post-marked on or before the due date for filing the income tax return, or before the expiration of the automatic Federal extension.
3. Any additional extensions beyond the automatic extension will be returned to the applicant. The applicant should enclose the approved extension with his completed return when filing with the Oklahoma Tax Commission.
4. An automatic extension, without request, is granted to members of the active military service serving outside the United States or confined to a hospital. Such extension is granted to the 15th day of the third month following their return to the United States, or their release from a hospital.
5. This application may not be used to request an extension of time for the payment of tax. Interest will be charged at the rate of 1.25% per month from the original due date of the return until paid.
6. If husband and wife file separate returns, each must file application for an extension. Attorneys or agents for the taxpayer must prepare separate applications for each extension requested.
7. Any extension granted is pursuant to the provisions of Section 216 of the State Tax Uniform Procedure Act and the Oklahoma Tax Commission.
8. Do not use this form for franchise tax. An extension of time to file your franchise tax return (Form 200 or 215) may be granted upon the filing of a tentative return and the remittance of an estimated tax due.
9. Mail to: **Oklahoma Tax Commission
Income Tax
P.O. Box 26800
Oklahoma City, Oklahoma 73126-0800**