



WHAT IS AN EXTENSION?

Due to time restraints, we may determine that we will need to file an extension for your income tax return(s) this year. Tax returns that cannot be filed by the deadline of April 15, 2025 must request an extension of time to file before the due date. This request provides an additional six months to file your income tax return (extended due date is October 15, 2025). ***Please keep in mind that an extension to file is not an extension of time to pay your income tax liability.*** Therefore, if we determine that there is a tax liability, you must pay before the due date to avoid potential penalties and interest.

WHAT CAN I EXPECT FROM COHICK & ASSOCIATES?

1. Cohick & Associates (C&A) will file the extension requests on your behalf to the federal, state, or local tax authorities.
2. C&A will perform a quick review of the documents you have provided.
3. Based on the documents and a review of your prior year filing, C&A will perform a projection to determine if there may be a tax liability to federal, state, or local tax authorities.
4. If no documentation is available, the projection will be calculated based upon the previous year's income tax return(s) on file.
5. C&A will notify you of your projected tax liability (if applicable) and provide options to make your payments. These payments are due on or before April 15, 2025 and are listed on the back of this page.

WHAT IS EXPECTED FROM YOU?

1. If C&A does not project a tax liability, there is nothing further for you to do.
2. If C&A projects a tax liability, it is your responsibility to make the extension payment(s) timely, by check (delivered to C&A) or electronic payment on or before April 15, 2025. More information about paying the projected tax liability can be found on the back of this informational document.
3. If you utilize electronic payment(s), please provide a copy of each electronic payment to C&A.
4. Everyone should provide all documents, forms, and information to C&A as soon as possible. Your income tax return will be processed in the order it was received. Please call the office if the urgency of your tax return requires expediting it. C&A offers three ways to deliver your documents. You can drop off your documents at the front desk or our secure lockbox at the front of the building (please secure your documents in an envelope and write Cohick & Associates on the envelope). Additionally, a secure upload portal is available to submit documents digitally. For more information on secure upload, please contact the front desk at 717-249-5321.

PAYMENT OPTIONS

Federal Extension Payment

1. **STANDARD MAIL:** Your check or money order can be mailed using a payment voucher prepared by C&A. If electing this option, C&A will provide the payment voucher(s) with a preaddressed envelope. It is important to write your social security number and purpose for payment (2024 extension payment) on the memo line of your check. If you are mailing from C&A, we will make a copy of your check(s) and mail the payment for you. If you are mailing on your own, remember to provide a copy of your check to C&A.
2. **ELECTRONICALLY:** Your payment can be made electronically at <https://irs.gov/payments>. There are several payment options. Direct Pay, the option to pay electronically directly from your bank account, offers no fees. Debit/Credit card payments are another option, but fees will be assessed. Please refer to the website for more information. Remember to provide a copy of the electronic submission to C&A.

State Extension Payment

1. **STANDARD MAIL:** Your check or money order can be mailed using a payment voucher prepared by C&A. If electing this option, C&A will provide the payment voucher(s) with a preaddressed envelope. It is important to write your social security number and purpose for payment (2024 extension payment) on the memo line of your check. If you are mailing from C&A, we will make a copy of your check(s) and mail the payment for you. If you are mailing on your own, remember to provide a copy of your check to C&A. **CAUTION:** Extension payments of more than \$5,000 must be made electronically.
2. **PENNSYLVANIA ELECTRONIC PAYMENTS:** Visit Pennsylvania's myPATH website at <https://mypath.pa.gov/> and select "Make a Payment." After selecting "Make a Payment," follow the prompts to make an extension payment for the applicable tax year (2024). A copy of your confirmation will need to be provided to C&A.
3. **ELECTRONICALLY (OTHER STATES):** Your payment can be made on the website of most state departments of revenue. The applicable state website will have specific instructions to make your payment. Please be advised that several states only accept electronic payments so mailing a check is not permitted. Refer to your state department of revenue's website for details on their payment options. A copy of your confirmation will need to be provided to C&A.

Local Extension Payment

1. **STANDARD MAIL:** Your check or money order can be mailed using a payment voucher prepared by C&A. If electing this option, C&A will provide the payment voucher(s) with a preaddressed envelope. It is important to write your social security number and purpose for payment (2024 extension payment) on the memo line of your check. If you are mailing from C&A, we will make a copy of your check(s) and mail the payment for you. If you are mailing on your own, remember to provide a copy of your check to C&A.
2. **ELECTRONICALLY:** Electronic payments can be made on some local tax bureau websites. Please check their website directly for available options. A copy of your confirmation will need to be provided to C&A.