



# Extension Of Time Request for 1099-S

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# Extension of Time Request for 1099-S

1. **Logon** to the <https://fire.irs.gov> site with the current FIRE userid/password. Click on **Extension of Time Request**:

**Internal Revenue Service**  
United States Department of the Treasury

**Menu Options**

- [Send Information Returns](#)
- [Extension of Time Request](#)
- [Check File Status](#)
- [E-Mail](#)
- [Change Password](#)
- [Update Account](#)
- [Change PIN](#)
- [Log Out](#)

**Where Do I Go From Here?**

If you want to electronically file 1042-S, 1097, 1098, 1099, 3921, 3922, 5498, 8027, 8935, W-2G and 8955-SSA click the *Send Information Returns* menu option on the left to begin the Electronic Filing process.

Similarly, you can choose the *Extension of Time Request* menu option to electronically file an Extension file for all of the above types except for 8955-SSA.

**File electronically and you will have your result business days, except for 1042-S, 8027 and 8 may require up to 5 business days.**

**IRSW T Elect**

Please note: this system does

1. Click **Fill-In Extension Form**:

Extension of Time Options

**Internal Revenue Service**  
United States Department of the Treasury

**Menu Options**

- [Main Menu](#)
- [Log Out](#)
- [Fill-In Extension Form](#)
- [Summary of Fill-In Extension Form](#)
- [Upload an Extension File](#)
- [Main Menu](#)

**NOTE:** If you are requesting an extension of time for more than ten (10) payers, you must file the extension request electronically via the online fill-in extension form or by uploading an extension file. IRS encourages you to file your extension request using the online fill-in extension form in lieu of the paper Form 8809 even if you have 10 or less payers. If you have any questions, please call us at 1-866-455-7438.

**Definition of Options**

The fill-in form option is used in lieu of Form 8809, Application for Extension of Time To File Information Returns. (This does not apply to the 'Upload an Extension File' below.) This option will give you an instant approval or denial of your original extension request.

This option will display all extension requests that a user has submitted for their User ID via the fill-in extension form option on FIRE for current and 1 prior year.

This option is used to upload a file to request an extension for multiple payers. The file must be in the record format according to Publication 1220, Part D.

- 2. Review the information below; note that **this extension is ONLY for 30 days**:

**Internal Revenue Service**  
United States Department of the Treasury

**Extension of Time Request**

This option is used to request an automatic 30-day extension. This extension option **does not** give you additional time to give recipients their copies of the form and/or documents.

**NOTE:** If you are requesting an **additional** extension of time of not more than 30 days, you must submit a Form 8809, Application for Extension of Time To File Information Returns before the end of the first automatic extension period. These cannot be requested via the FIRE system. Requests for an additional extension of time to file information returns are not automatically granted. Generally, requests for additional time are granted only in cases of extreme hardship or catastrophic event. The IRS will send you a letter of explanation approving or denying your request of an additional extension only. If you do not have Form 8809, you can download the form from [www.irs.gov](http://www.irs.gov).

**Caution:** You cannot use this system to request an extension of time to file Form 1042 (*instead use Form 7004*) or to file Form 1040 (*instead use Form 4868*).

[Continue](#) [Main Menu](#)

- 3. Select **Electronic** and the fields at the bottom of the screen will be enabled. Check the box labeled **1098/1099/W-2G/3921/3922**:

**Extension of Time for Tax Year 2015**

**How will the Information Returns be Filed?**

Paper

**Electronic**

**Type of Returns (Check all that apply)**

W-2

**1098/1099/W-2G/3921/3922**

5498-ESA

1042-B

5498

8027

5498-SA

If an option is disabled, the form is past the due date and an extension cannot be filed for this type of return.

- 4. Once required fields have been entered, the **Submit** button will be enabled:

**Internal Revenue Service**  
United States Department of the Treasury

Menu Options  
■ [Main Menu](#)  
■ [Log Out](#)

### Extension of Time for Tax Year 2015

How will the Information Returns be Filed?	Type of Returns (Check all that apply)
<input type="radio"/> Paper	<input type="checkbox"/> W-2
<input checked="" type="radio"/> Electronic	<input type="checkbox"/> 5498-EBA
	<input type="checkbox"/> 1098/1099W-2G/3921/3922
	<input type="checkbox"/> 1042-S
	<input type="checkbox"/> 5498
	<input type="checkbox"/> 8027
	<input type="checkbox"/> 5498-SA

If an option is disabled, the form is past the due date and an extension cannot be filed for this type of return.

Tax/ID/SSN → TIN

Payer Name 1

Payer Name 2

Address

City

State  ZIP

Contact Name

Phone Number / Ext

TCC code → Transmitter Control Code  (If Applicable)

Foreign Country  Yes  No

- 5. Please **verify the information entered** and then click **Revise** or **Accept**. If no changes are needed, click **Accept** to proceed to the confirmation page.

- 6. **Print this page** for your records:

## Getting Help

The SoftPro Solution Center is available to you by telephone at **(800) 848-0143** and is open from 8:00 A.M to 5:00 P.M. Monday–Friday during your local time. Platinum level support hours are from 8:00 A.M to 10:00 P.M. EST Monday–Friday and 11:00 A.M. to 2:00 P.M. EST on Saturday.

You can extend technical support service by subscribing to SoftPro’s Annual Maintenance Service program. Subscribing to Platinum Maintenance Service gives you access to technical support for longer hours Monday–Saturday. For more information, call SoftPro Sales at **(800) 848-0143**. You can email SoftPro Sales at [sales@softprocorp.com](mailto:sales@softprocorp.com).