

# FORM 500E

## APPLICATION FOR EXTENSION OF TIME TO FILE CORPORATION INCOME TAX RETURN

# 2003

### GENERAL INSTRUCTIONS

**Purpose of Form** Maryland law provides for an extension of time to file the corporation income tax return (Form 500), but not to pay the tax due. Use Form 500E to remit any tax that may be due. Also use Form 500E if this is the first filing of the corporation even if no tax is due.

**Note:** Do not use this form for pass-through entities (including S corporations) or to remit employer withholding tax.

**General Requirements** Extensions are allowable for up to six months from the original due date. An automatic six month extension will be granted if Form 500E is filed by the original due date.

• **If no tax is due** - File the extension online or by Telefile or use Form 500E below if this is the first filing of the corporation.

• **If tax is due** - Make full payment by electronic funds transfer or by using Form 500E below if paying by check or money order.

Consolidated returns are not allowed under Maryland law. Affiliated corporations that file a consolidated federal return must file a separate Maryland extension for each member corporation.

**Do not mail the Form 500E if, after completing the Tax Payment Worksheet, no additional tax is due.** Instead, you may Telefile or file on our website unless this is the first filing of the corporation. However, if an unpaid liability is disclosed when the return is filed, penalty and interest charges may be due in addition to the tax.

**When to file** File Form 500E by the 15th day of the third month following the close of the tax year or period, or by the original due date required for filing the federal income tax return.

**How to file** Complete the Tax Payment Worksheet on page 2.

If line 5 is zero (0), file in one of the following ways:

1) **Telefile** – Request an automatic extension by calling 410-260-7829 from Central Maryland or 1-800-260-3664 from elsewhere to Telefile this form. Please have the form available when making the call.

**Note:** The Telefile service is available 24 hours a day, 7 days a week. Calling during non-peak hours will make it easier to file.

2) **Internet** – File the extension on the Comptroller’s Website at [www.marylandtaxes.com](http://www.marylandtaxes.com)

3) **First filing of corporation** – Mail Form 500E.

If line 5 shows an amount due, file in one of the following ways:

1) **Electronic funds transfer** Taxpayers making payments of \$10,000 or more must pay by electronic funds transfer. Others may select this method. Taxpayers must register before making electronic payments. For registration information, call 410-260-7601. If a payment is made by electronic funds transfer, do not mail Form 500E; retain it with the company’s records.

2) **Payment by check or money order** – Complete Form 500E and mail to:

Comptroller of Maryland  
Revenue Administration Division  
Annapolis, MD 21411-0001

### ADDITIONAL INSTRUCTIONS ON REVERSE SIDE

IF NO TAX IS DUE WITH THIS EXTENSION, FILE THE EXTENSION ON OUR WEBSITE AT: [www.marylandtaxes.com](http://www.marylandtaxes.com) OR CALL 410-260-7829 FROM CENTRAL MARYLAND OR 1-800-260-3664 FROM ELSEWHERE TO TELEFILE THIS FORM.

Return only the bottom portion when paying by check or money order or if this is the first filing of the corporation

# FORM 500E

## EXTENSION TO FILE CORPORATION INCOME TAX RETURN

# 2003

COMPTROLLER OF MARYLAND  
REVENUE ADMINISTRATION DIVISION  
ANNAPOLIS, MARYLAND 21411-0001

(or fiscal year beginning \_\_\_\_\_, 2003  
and ending \_\_\_\_\_, \_\_\_\_\_)

|                   |   |                            |          |
|-------------------|---|----------------------------|----------|
| Name              | Federal Employer Identification Number (9 digits) | Do not write in this space |          |
| Number and street |   | ME ▶                       |          |
| City or town      |   | YE ▶                       |          |
|                   |   | State                      | Zip code |

|                                    |   |    |  |
|------------------------------------|---|----|--|
| TAX PAID WITH THIS EXTENSION ..... | ▶ | \$ |  |
|------------------------------------|---|----|--|

- Check here if name or address has changed
- First filing of the corporation

|   |   |   |
|---|---|---|
| ▶ | ▶ | ▶ |
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FOR OFFICE USE ONLY

# APPLICATION FOR EXTENSION OF TIME TO FILE CORPORATION INCOME TAX RETURN

## SPECIFIC INSTRUCTIONS

**Name, Address and Other Information** Type or print the required information in the designated area. DO NOT USE THE LABEL FROM THE TAX BOOKLET COVER.

Enter the name exactly as specified in the Articles of Incorporation, or as amended, and continue with any "Trading As" (T/A) name, if applicable.

Enter the Federal Employer Identification Number (FEIN). If a FEIN has not been secured, enter "APPLIED FOR" followed by the date of application. If a FEIN has not been applied for, do so immediately.

Check the applicable box if the name or address has changed or if this is the first filing of the corporation.

**Tax Year or Period** Enter the beginning and ending dates of the tax year in the space provided on the payment voucher if the tax year is other than a calendar year.

The same tax year or period used for the federal return must be used for Form 500E.

**Tax Paid with this Extension.** Enter the amount of tentative tax due from line 5 of the Tax Payment Worksheet below.

**Payment Instructions** Include a check or money order made payable to Comptroller of Maryland for the full amount of any balance due. All payments must indicate the FEIN, type of tax and tax year beginning and ending dates. DO NOT SEND CASH.

## INSTRUCTIONS FOR TAX PAYMENT WORKSHEET

Line 1 – **Income Tax Liability** Enter the total amount of income tax the corporation is expected to owe. Use Form 500 as a worksheet.

Line 2 – **Estimated tax payments** Enter the total amount of Maryland estimated tax paid with Form 500D or 500DP for the tax year. Include any overpayment from the prior period that was credited to the current tax year.

Line 3 – **Allowable business tax credits** Enter the allowable business tax credits from Form 500CR.

Line 4 – **Total payments and credits** Add lines 2 and 3 and enter the total on line 4.

Line 5 – **Tentative tax due** Subtract line 4 from line 1 and enter the result on line 5. Also enter this amount on Form 500E. This is the tentative tax due. See **How to file** under the General Instructions.

### TAX PAYMENT WORKSHEET

- |  |    |       |
|--|----|-------|
| 1. Tax liability expected for the current tax year. . . . .  | 1. | _____ |
| 2. Estimated tax payments and amount credited from the prior period. . . . .                           | 2. | _____ |
| 3. Allowable business tax credits. . . . .   | 3. | _____ |
| 4. Total payments and credits. Add lines 2 and 3 and enter here. . . . .                               | 4. | _____ |
| 5. <b>Tentative tax due</b> – Subtract line 4 from 1. Enter this amount here and on Form 500E. . . . . | 5. | _____ |