RITCHIE & COMPANY INC
TAX AND ACCOUNTING ADVISORS

Belmont Headquarters:
1200 Sixth Avenue, Suite 102 Belmont,
CA 94002

Nashville Office:
615 Main Street, Suite B15 Nashville,
TN 37206

INDIVIDUAL EXTENSION PAYMENT - IRS

1. Go to the following web page provided by the IRS: IRS Direct Pay Link
   - If you are unable to access the link directly go to Irs.gov → Make a payment → Pay now with direct pay → Make a payment

2. You should now be on the Tax Information page, enter the following information:
   - Reason for payment - Extension
   - Apply payment To - *4868 (for 1040, 1040A, 1040EZ)*
   - Tax Period for Payment

3. Click Continue and confirm your selection. You should now be on the Verify Identity Page. You are required to enter the primary taxpayer's information (do not enter the spouse's information if filing jointly) in all fields designated with *. Following that, carefully review the Privacy Act and Paperwork Reduction Act and click the box below to indicate that you accept the Privacy Act and Paperwork Reduction Act. After that you may click Continue.

4. You will be directed to the Payment / Bank Information page where you will need to enter the following information:
   - Payment Amount
   - Confirm Payment Amount
   - Payment Date
   - Routing Number
   - Account Number
   - Confirm Account Number
   - Account Type

5. If you wish to receive confirmation that your payment request has been received then you will need to carefully review the Email Terms of Service and click the below to indicate that you agree with the terms. Following that, you will need to enter your email address and confirm your address. Click Continue.

6. A Disclosure Authorization Agreement will pop up. Carefully read the agreement and click I Agree to proceed.

7. You should now be on the Review & Sign page. You will need to verify that all the information on this page is correct. If it is not, you may click the green Edit button at the top of the page to edit the incorrect information.

After verifying that all your information is correct, you will need to enter your first name, last name, and SSN under "Electronic Signature." Afterwards, you will need to carefully review the Debit Authorization Agreement and click the box below to indicate that you agree with the Agreement. In order to finalize the payment request, you will need to click Submit

☎ 650-453-3099

🌐 www.ritchiecompanyinc.com

f @RitchieCompanyInc

✉ office@ritchiecompanyinc.com

◎ @ritchiecompany

in @Ritchie & Company, Inc.