

# Pass-Through Entity Tax Electronic Filing Waiver Request

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Complete this form to request a waiver if you are unable to file and/or pay your pass-through entity (PTE) tax electronically, or need more time to do so.

Waivers may be granted for all returns and payments (except Form 502PTET and associated payments) filed for a specific Tax Year. If you need additional time once the waiver period ends, you must submit a new waiver request.

Waivers of the electronic filing requirement will not be granted for Form 502PTET returns and payments. Form 502PTET returns and all associated schedules must be filed through the Federal/State e-File program. Paper submissions will not be accepted. PTET payments must be made electronically through the e-File program when submitting the return, through eForms using Form PTET-PMT at **www.tax.virginia.gov**, or through an ACH credit transaction initiated by your bank.

## Pass-Through Entity Information

**Tax Preparers submitting requests for multiple PTEs** – Provide **your** contact information below. Attach a list of all PTEs represented in this request and include the Name and Federal Employer Identification Number (FEIN) of each. The Approval or Denial Letter will be sent to the PTE.

All others provide the information requested below.

**Pass-Through Entity Name:** \_\_\_\_\_

**FEIN:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Waiver Requested for Tax Year:** \_\_\_\_\_

## Reason for Waiver

Check the reason a waiver is being requested and provide all information requested.

- No Computer
- Software Doesn't Support Electronic Filing – Provide the name of the software product being used.  
\_\_\_\_\_
- Need More Time – Provide the specific reason and the date you expect to be ready. \_\_\_\_\_  
\_\_\_\_\_
- No Internet Access Available in Area
- Business Closed / Closing – Provide the date the business closed or is closing. \_\_\_\_\_
- Other – State the specific reason. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fax to: (804) 367-3015      OR      Mail to: Virginia Department of Taxation  
Waiver Requests  
P.O. Box 27423  
Richmond, VA 23261**