

# Fiduciary Income Tax Electronic Filing Waiver Request

Complete this form to request a waiver if you are unable to file and/or pay electronically, or need more time to do so.

Waivers may be granted for all returns and payments filed for a specific tax year. If you need additional time once the waiver period ends, you must submit a new waiver request.

## **Account Information**

**Tax Preparers submitting requests for multiple accounts** - Provide **your** contact information below. Attach a list of all estates or trusts represented in this request and include the name of each estate or trust, the name and title of the fiduciary, and the Federal Employer Identification Number (FEIN) of each estate or trust. The approval or denial letter will be sent to the address of the fiduciary.

All others provide the information requested below.

Name of Estate or Trust: \_\_\_\_\_

Name and Title of Fiduciary: \_\_\_\_\_

FEIN of Estate or Trust: \_\_\_\_\_

Address of Fiduciary: \_\_\_\_\_

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**