



Request for Filing Extension

Employer Name: _____ Employer Number: _____

Your Name: _____ Telephone Number: _____

Reporting Month/Year: _____

TCDRS must receive your request for an extension of the reporting due date no later than the close of business on the date the report is due.

Timely submission of a request for an extension does not automatically extend the due date for filing your report, nor is the county/district excused from filing the report while your request is under consideration. For this reason, you are encouraged to complete and submit your payroll report (all deposit data and monetary contributions required to be filed with TCDRS) as soon as possible to minimize the accrual of the interest penalty in the event an extension is not granted.

The request must show that there is good cause for the extension and that the need for the extension is not a result of neglect, indifference or lack of diligence. The director's determination to grant or deny an extension is final and conclusive. Please provide information showing the need for the extension below.

I, _____, hereby request that the due date for filing the county's/district's report for the month of _____ be extended until _____.

Please fax this form to TCDRS at (512) 328-8887, Attention: Employer Plan Management.

I certify that the statements on this *Request for Filing Extension* are true and correct.

Name	Authorized Signature X
Title	Date

Any corrections or whiteouts must be initialed.