



STATE OF NEW YORK
OFFICE OF THE ATTORNEY GENERAL
CHARITIES BUREAU

REQUEST A FILING EXTENSION BY EMAIL

**Instructions for Requesting an Extension of Time to File an Annual
Financial Report Pursuant to Article 7-A of the Executive Law and/or
Section 8-1.4 of the Estates, Powers and Trusts Law By Email**

EFFECTIVE IMMEDIATELY

Organizations registered with the Attorney General's Charities Bureau may now use email to request a three-month extension of time to file their annual financial reports. We encourage those organizations that wish to request an extension to send an email to:

charities.extensions@oag.state.ny.us

Email requests for extensions must contain the name of the organization, its Charities Bureau registration number and its Federal Employer Identification Number (EIN) in the subject line. For example, the subject line should read:

Re: ABC Charity, NYS Reg No. 01-23-45, EIN 12-3456789

The body of the email must contain a request for an extension, including the reasons for the request. As an alternative, you may attach to the email a copy of the Internal Revenue Service Form 8868 submitted by the organization to the IRS. Do not submit your annual filing fee at the time you request an extension. Your fee should be submitted with your annual report. A separate email must be submitted for each organization. You may receive notification under separate cover if your request for an extension is denied.

Any requests for further extensions must be submitted in writing, by U.S. Mail or any company providing similar mail services. Such requests must state the reasons for the request and, if the organization files financial reports with the IRS, must be accompanied by an IRS Form 8868 approved by the IRS. Requests for extension of time to file annual reports sent by mail will be acknowledged by the Attorney General only if submitted in duplicate and accompanied by a self-addressed postage-paid envelope.

Please be advised that extensions of time to file annual financial reports will not be granted to any organization that has failed to file an annual financial report for any year prior to that for which the extension is requested.