FORM 500CP
Virginia Automatic Extension Payment

www.tax.virginia.gov

MAKE THE MOVE TO ELECTRONIC FILING

iFile your Tentative Tax Payments – Use Business iFile to make your Corporate Extension payments online. iFile is easy to use and provides a history of your payments. Payments can be scheduled to debit at a future date.

Extension Payment

You are allowed an automatic six-month extension of time to file your corporation income tax return. This provision does not extend the due date for payment of taxes; and you must pay at least 90% of your tax by the original due date for filing the return (April 15, 2012 for calendar year filers).

Purpose Of Form 500CP

Form 500CP is a payment coupon. File Form 500CP to submit your payment by check or money order. You are not required to file Form 500CP to obtain the extension if no additional payment (to meet 90% of liability) is due.

Do not file Form 500CP if you determine that you **do NOT owe additional tax** or you make your extension payment electronically using iFile or you use the EFT telephone system.

When And Where To File Form 500CP

File Form 500CP with your payment on or before April 15, for calendar year filers, or as soon as you realize you owe tax. For fiscal year filers, file Form 500CP with your payment on or before the due date of your return. **Note:** The due date for a nonprofit corporation with unrelated business income is the 15th day of the sixth month following the close of the taxable year. If the due date falls on a Saturday, Sunday or legal holiday, Form 500CP, with payment, may be filed on the next day that is not a Saturday, Sunday or legal holiday.

Be sure to write your Federal Employer Identificaton Number, tax year and "VA 500CP" on your payment.

Send the completed Form 500CP and payment to:

Department of Taxation
P.O. Box 1500
Richmond,VA 23218-1500

If you need assistance please call **(804) 367-8037**

Penalty For Failure To Timely File And Pay The Tax Due

When the return has been filed during the extension period but 90% of the tax liability was not paid by the original due date, you will owe a penalty. The penalty is two percent per month for each month or fraction thereof from April 15 for calendar year filers, (due date for fiscal year filers) to the date of filing.

If the return is not filed on or before the extended due date, the late file penalty shall apply as if no extension had been granted.

The daily interest on any tax due and/or applicable penalty will accrue at the rate of 2% over the federal "underpayment rate" in accordance with Section 58.1-15 of the *Code of Virginia* from the original return due date until paid in full.

Detach here and mail with your tentative tax payment.

500CP
(DOC ID 502)

2011 VIRGINIA CORPORATE INCOME TAX AUTOMATIC EXTENSION VOUCHER

VIRGINIA DEPARTMENT OF TAXATION
P.O. BOX 1500, RICHMOND, VA 23218-1500

Do not file Form 500CP if no payment is due or if you make this payment electronically.

Make your extension payment on our website:
www.tax.virginia.gov

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Check if a nonprofit corporation ☐

Federal Employer ID Number	Entity Type
Name of corporation	First 4 letters of corp. name
Address (Number and street)	
Address continued	
City, State and ZIP Code	

For Taxable Year Ending
MONTH _____ YEAR _____

Check type of return
☐ 500 ☐ 500EC

Make check or money order payable to:
Virginia Department of Taxation

Additional Tax Payment

$ _____ .00

VA DEPT OF TAXATION 2601008 (REV 8/11)