



Request for Waiver of Penalty for Late Report and/or Payment

You have certain rights under Chapters 552 and 559, Government Code, to review, request and correct information we have on file about you. Contact us at the address or phone number listed on this form.

Taxpayer Information

| | |
|------------------|-----------------------------------|
| a. Taxpayer name | b. Texas 11-digit taxpayer number |
|------------------|-----------------------------------|

Penalty Waiver Request Maximum Waiver Request not to exceed 6 monthly, 2 quarterly or 1 annual tax period(s).
(If you are requesting a waiver for more than one tax type or for more than one period, be sure to list each request separately.)

| c. Tax Type | d. Filer Type | e. Last month for the tax report period | f. Year | g. Amount of penalty you are asking to be waived |
|---------------------|---------------|---|---------|--|
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| Total amount | | | | |

Penalty Waiver Reason

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| Briefly explain why the report and/or payment was late, and any steps taken to correct the problem that caused the late filing or payment. |
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Contact Information

| | | |
|--|--|---------------------|
| Preferred contact method <i>(Check one.)</i> <input type="checkbox"/> Email <input type="checkbox"/> Mail | Company/requestor's name <i>(if different from the taxpayer)</i> | Date |
| First and last name | Job title | |
| Email | Phone <i>(Area code and number)</i> | |
| Address | City | State ZIP code |

Send your completed request by mail, email or FAX.

Comptroller of Public Accounts
 Attn: Advanced Processes Section
 111 E. 17th St.
 Austin, TX 78774-0100

waivers@cpa.texas.gov

FAX: 512-936-6225 or 1-888-908-9995

If you need additional information about requesting a waiver, call us at 1-800-531-5441, ext. 34560, or 512-463-4560. All waivers are worked in the order they are received. Allow 28 days for us to contact you.