



Instructions for Form CT-5.4

Request for Six-Month Extension to File

New York S Corporation Franchise Tax Return

New for 2025

For a detailed list of what's new, including a summary of tax law changes, see *New for 2025* on our website at www.tax.ny.gov (search: 2025).

Tax law

For current tax laws, see *New York State Tax Law* on our website at www.tax.ny.gov (search: law).

Form CT-1, Supplement to Corporation Tax Instructions

This form is for general instructions that apply to all corporation tax forms. It includes a variety of topics about how to fill out your form (for example, entry formats and third-party designee), filing and payment information (such as when Form CT-200-V is required), collection options that we may take, tax shelter information, and your rights under the Tax Law. Form CT-1 also has our contact information if you need help, and our privacy notification.

For details, see Form CT-1 or visit our website at www.tax.ny.gov (search: CT-1).

General information

Requirements for a valid New York State extension

Most corporation taxpayers are required to file their extensions electronically. See *Tax documents that must be e-filed* or visit www.tax.ny.gov (search: mandate).

You must file Form CT-5.4 and pay the properly estimated franchise tax on or before the original due date of the tax return for which you are requesting this extension.

The properly estimated franchise tax must either:

- equal or exceed the franchise tax shown on your tax return for the preceding tax year (if the preceding tax year was a tax year of 12 months); **or**
- equal or exceed 90% of the franchise tax as finally determined for the tax year for which you are requesting this extension.

The *franchise tax* is the amount of franchise tax you calculate after you deduct any tax credits.

The *preceding tax year* is the tax year occurring immediately before the tax year for which you are requesting this extension.

You must adjust the franchise tax for the preceding tax year as necessary to correct calculation errors or errors in the application of tax rate or tax base.

Extensions of time for filing returns

If you properly file Form CT-5.4 and pay properly estimated tax on or before the original due date of the return, we will grant a six-month extension of time for filing a franchise tax return.

If you file your return by the extended due date and pay the balance of the tax due with your return, we will not impose late filing or late payment penalties.

Interest applies to any tax not paid by the original due date of the return.

If you file the return after the due date or valid extended due date—whether or not you pay the tax on time—we may impose a New York S corporation shareholder penalty.

You may also pay an optional first installment of estimated tax for the next tax year on line 2, on or before the original due date of the tax return.

Who may file Form CT-5.4

You may file Form CT-5.4 to request a six-month extension of time to file Form CT-3-S, *New York S Corporation Franchise Tax Return*, if you are an Article 9-A taxpayer:

- that has elected to be a New York S corporation by filing Form CT-6, *Election by a Federal S Corporation to be Treated as a New York S Corporation*, or
- that is a federal S corporation that has not made the New York S election but meets the requirements of Tax Law, Article 22, section 660(i) (and is therefore deemed to be a New York S corporation).

We will not grant additional extensions beyond six months to New York S corporations.

When to file

File Form CT-5.4 on or before the due date of your tax return (2½ months following the end of the tax year).

Where to file

Mail Form CT-5.4 to:

NYS CORPORATION TAX
PO BOX 15180
ALBANY NY 12212-5180

Private delivery services

See Publication 55, *Designated Private Delivery Services*.

Employer identification number, file number, and other identifying information

To process your corporation tax forms, you must provide the necessary identifying information. Keep a record of that information and include it on each corporation tax form you file.

If you use a paid preparer or accounting firm, make sure they use your complete and accurate identifying information when completing all forms.

Reporting period

Use this tax form for calendar year 2025, fiscal years that begin in 2025 and end in 2026, and tax years of less than 12 months that begin on or after January 1, 2025, but before January 1, 2026.

You can also use the 2025 form if:

- you have a tax year of less than 12 months that begins and ends in 2026, **and**
- the 2026 form is not yet available at the time you are required to file the form.

In this case you must show your 2026 tax year on the 2025 form and take into consideration any tax law changes that are effective for tax years beginning after December 31, 2025.

All filers must complete the beginning and ending tax year boxes in the upper-right corner on page 1 of the form.

Line instructions

Line A: Make your check or money order payable in United States funds. We will accept a foreign check or foreign money order only if payable through a United States bank or if marked **Payable in U.S. funds**.

Line 1: To determine the properly estimated tax, enter the amount determined under (a) or (b) below. However, if your S corporation was not subject to tax for the preceding tax year, or if the preceding tax year was less than 12 months, skip (a) and use the amount determined under (b).

- (a) Enter 100% of the franchise tax (calculated after the deduction of any special additional mortgage recording tax credit) shown on your franchise tax return for the preceding year if it was a tax year of 12 months. Do not include any tax amount attributed to a qualified subchapter S subsidiary (QSSS) that previously filed a separate franchise tax return.
- (b) Determine the estimated franchise tax (calculated after the deduction of any special additional mortgage recording tax credit) for the tax year for which you are requesting this extension. If you are the parent of a QSSS, include all items of income, deduction, and other economic activity related to the QSSS, but only if you are including that QSSS on your tax return (**Note:** You must attach Form CT-60, *Affiliated Entity Information Schedule*, to Form CT-3-S when you file that return). Multiply the estimated franchise tax by an amount not less than 90%.

Line 2: Enter the amount of any optional first installment of estimated tax you choose to pay. S corporations are **not** required to make a mandatory first installment of estimated tax. If you choose not to pay an optional first installment of estimated tax for the next tax year, enter **0**.

Line 8: Enter overpayments you carried forward from prior years. You may also include from last year's return any amount of refundable tax credits you chose to carry forward as an overpayment.

Signature

If an outside individual or firm prepared the document, all applicable entries in the paid preparer section must be completed, including identification numbers (see *Paid preparer identification numbers* in Form CT-1). Failure to sign the document will delay the processing of any refunds and may result in penalties.
