

## Beating the April 15th Deadline: How to Mail Tax Returns & Extension Forms

2025 tax returns and Form 4868 requests for extensions MUST be postmarked or e-filed on or before midnight on April 15, 2026 in order to be considered on time. In some cases, a 2025 tax return cannot be e-filed and must be mailed to the IRS. In many cases, Form 4868 must also be mailed to the IRS.

### Mailing A Paper Tax Return or a Printed Form 4868

USPS postmarks an envelope when it **processes** the mail, NOT when you place it in a dropbox or when USPS picks it up from the dropbox.

If you are mailing close to the April 15<sup>th</sup> deadline, you will need to go the post office clerk and do one of the following:

- Request a manual postmark of your envelope (*this is called a local postmark and is free*)
- Send your envelope by registered or certified mail (*you must fill out an additional form and pay additional costs*)
- Get a certificate of mailing, which acts like a receipt (*you must fill out additional form and pay additional costs*)

If you mail your envelope using one of the following methods, it may not be counted as on time:

- USPS Collection Boxes (blue mailboxes). The mail slots inside the post office.

While these may have final pick-up times between 5pm and 6pm in the Austin area, this does NOT guarantee that your envelope will be **processed** that day. Remember: Mail is postmarked when it is processed and not when it is placed in a dropbox or picked by USPS from that dropbox.

The following methods will NOT give you a date stamp. Do NOT use them if you are mailing close to the deadline.

- Pre-canceled stamp: Stamps sold through a private vendor, such as stamps.com®.
- Forever stamps: First class stamps that remain valid for 1 ounce letter mailing regardless of postage changes. (These need to be handstamped with local postmark, at the USPS counter.)
- Metered mail: Mail on which postage is printed directly on an envelope or label by a postage machine licensed by the USPS.
- Automated postal center (APC) stamps: Stamps, with or without a date, purchased from machines located within USPS.
- Permit imprint: Pre-sorted mail used by bill pay services, such as online home banking.

These are two examples of what will NOT give you a postmark date for your envelope:



**USPS nearby locations include:**

<b><u>South Austin:</u></b>	<b><u>North Austin:</u></b>	<b><u>Round Rock/Pflugerville:</u></b>
7310 Menchaca Rd Austin, TX 78745 <i>M-F 8:30am-5:30pm</i> <i>Sat 8:30-2:30pm</i>	900 Blackson Ave Austin, TX 78752 <i>M-F 8:30am-5pm</i>	2250 Double Creek Dr Round Rock, TX 78664 <i>M-F 8am-5pm</i> <i>Sat 8:30am-1pm</i>
3903 S Congress Ave Austin, TX 78704 <i>M-F 8:30am-5pm</i> <i>Sat 10am-2pm</i>	8225 Cross Park Dr Austin, TX 78710 <i>M-F 7:30am-5:30pm</i> <i>Sat 8am-3pm</i>	797 Sam Bass Rd Round Rock, TX 78681 <i>M-F 8am-5:30pm</i> <i>Sat 8:30am-12pm</i>
4516 Burleson Rd Austin, TX 78744 <i>M-F 8:30am-5pm</i>	3507 N Lamar Blvd Austin, TX 78705 <i>M-F 8:30am-5pm</i>	301 S Heatherwilde Blvd. Pflugerville, TX 78660 <i>M-F 8am-5pm</i> <i>Sat 9am-1pm</i>

**Mailing after 5pm on Tax Day?**

Taxpayers can also use certain private delivery services approved by the IRS. These private delivery services include only UPS, FedEx, and DHL Express. Most local private delivery services have last collection times at 6 or 6:30pm.

**Private Delivery Services can deliver returns, payments, and extensions to:**

Austin - Internal Revenue Submission Processing Center  
3651 S IH35  
Austin, TX 78741

**Note:** Form 4868 can be submitted electronically from within guided tax software, such as Turbo Tax or similar. Taxpayers can also visit <https://www.irs.gov/filing/free-file-everyone-can-file-an-extension-for-free> to access free guided tax software options to electronically file Form 4868. An account must be created but there is no income limit or other eligibility criteria. *The Tax Program does not assist taxpayers with submitting an electronic Form 4868.*