

Info Needed to Request Reporting Late for Extenuating Circumstances

Detailed information on process to request reporting late for extenuating circumstances is located on the HRSA Provider Relief Fund (PRF) website at <https://www.hrsa.gov/provider-relief/reporting-auditing/late-reporting-requests>. The request for reporting late due to extenuating circumstances for FRF Reporting Period 1 must be submitted by 11:59:59 pm Eastern on April 22, 2022 at [here](#).

The request for reporting late form in DocuSign focuses on the info needed to process the request. The following is what is requested in the DocuSign form for submission:

- Confirmation that the provider has registered for the PRF Reporting Portal (a Yes/No question). Registering for the PRF Reporting Portal is required to be able to submit the request for reporting late. Register for the PRF Reporting Portal by visiting <https://prfreporting.hrsa.gov>.
- TIN; Name of entity as appears on W9 Business Name; Mailing Address; Contact Name, Title, Phone Number and email; and Secondary Contact Name, Title, Phone Number and Email;
- Selection of the extenuating circumstance(s) for the request for reporting late – check one to three reasons. Only one reason is required.
- Clear and concise explanation of why and/or how the entity was unable to submit before the deadline based on the reason(s) selection.
- Attestation from a representative of organization as to the request (by reading and checking boxes).

There is no documentation nor attachments needed for the form submission.

A separate request for reporting late form must be submitted for each TIN that received a payment(s) for which a Reporting Period 1 report was not submitted.

After submission, if an entity feels they made an error in their request, the entity may submit the request again as long as it is submitted prior to deadline.