

**APPLICATION FOR EXTENSION OF TIME TO FILE
CITY OF TROY BUSINESS INCOME TAX RETURN**

Account Number: _____

For Calendar Year Ending Dec 31, _____,

SS/FEIN: _____

or Fiscal Year Ending: _____ / _____

INDIVIDUAL/BUSINESS NAME: _____

ADDRESS: _____

I declare that an extension of 180 days for filing the City of Troy Income Tax Return for the year listed above is necessary due to the filing of an extension for filing the Federal Income Tax Return. I am authorized to sign this request.

SIGNED: _____ DATE: _____

PRINTED NAME: _____ PHONE: _____

PAYMENT OF ESTIMATED TAX LIABILITY (FOR YEAR BEING EXTENDED), PLUS FIRST QUARTER ESTIMATED TAX LIABILITY (FOR CURRENT TAX YEAR) MUST BE PAID ON TIME. AN EXTENSION FOR PAYMENT WILL NOT BE GRANTED.

PAYMENT OF \$ _____ INCLUDED FOR ESTIMATED TAX LIABILITY FOR YEAR EXTENDED.

PAYMENT OF \$ _____ INCLUDED FOR FIRST QUARTER ESTIMATED TAX LIABILITY FOR CURRENT TAX YEAR.

INSTRUCTIONS FOR APPLICATION FOR EXTENSION OF TIME TO FILE

FILING THE APPLICATION:

The application for extension of time to file must be included with return when filing the extended tax return for which the extension is requested.

PAYMENT:

This form does not extend the time to pay your taxes. It is only to request additional time to submit or file the tax return. Based on source(s) of income for the year in question, it is up to the taxpayer to determine if any tax will be due for that taxable period and to pay the amount by the original filing deadline. Even with an approved extension request, penalty may still be assessed if it is determined that based on the history of past taxes due or based on source(s) of income, payment should have been made by the original due date. Interest accrues on the unpaid balance of tax from the regular/original filing deadline.

LENGTH OF EXTENSION:

A 6 month extension that is approved will extend the due date to October 15th for a calendar year end filer or six months after the original due date of the return. For example, returns due April 15th are extended to October 15th and a fiscal year return that would have originally been due on August 15th, would be extended to February 15th.

CITY OF TROY INCOME TAX DIVISION, 100 S Market St, Troy OH 45373

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