

CITY OF XENIA, OHIO

Income Tax Division

APPLICATION FOR EXTENSION OF TIME TO FILE

This application must be accompanied by a remittance of the net tax due, if any. An extension to file is not an extension to pay. Estimated taxes due must be paid with the extension request to avoid additional penalties and interest.*

For Calendar Year Ending December 31, _____

or

For Fiscal Year Beginning _____ and Ending _____,

Account No. _____

Name _____

Address _____

City _____ State _____ Zip _____

File this form with the Division of Taxation, on or before the due date of the return.
See instructions on second page.

Social Security Number(s) _____

Fed. I D No. _____

**Non-payment penalty is 5% per month (or part thereof). Interest is 1.5% per month (or part thereof) compounded.*

Estimated Total City Taxable Income \$ _____

Estimated Tax Due @ 2.25% \$ _____

Less Estimated Payments made previously, City Income Tax Withholding Credits, and/or Prior Year Overpayments \$ _____

Net Tax Due – Tentative Amounts \$ _____

Payment that should be made with this Application for Extension to File \$ _____

Do you wish to receive notification that your extension to file has been approved? If so, how do you wish to receive this notice?:

Email – send notice of approval to the following email address _____

Mail – a self-addressed stamped envelope must be provided.

An extension of six months for filing City Income Tax Return for the year stated above is hereby requested for the following reason:

I declare that the extension requested herein for filing of the Xenia City Income Tax Return for the taxable year stated is necessary for the reason given above and that I am authorized to sign this request.

Signature (see instructions) OR _____
Email (in lieu of digital signature)

Title _____ *Date*

NO EXTENSION WILL BE GRANTED IF RECEIVED AFTER THE DUE DATE

FOR OFFICE USE ONLY:

Approved? Yes ____ No ____

By _____ Date _____

Input? Yes ____ Date _____

Notification done? (if requested) Yes ____

Notification Date _____

GENERAL PROVISIONS

Upon written request of the taxpayer, made on or before the date for filing the return, the income tax administrator may extend the time for filing such return for a period not to exceed six (6) months, or until the last day of the month following the month of the due date granted by the Federal Internal Revenue Service for filing of the Federal Income Tax Return.

Such request shall be filed with the City of Xenia, Income Tax Division, 101 N Detroit St., P O Box 490, Xenia OH 45385-0490 on or before the date the request is normally due. If your extension to file request is not approved, the person filing this request will be notified by mail or email.

A copy of this application must be attached to the income tax return when filed.

INSTRUCTIONS

IMPORTANT - Show City account No., Social Security No. and/or Federal I D No.

1. **WHEN TO FILE** – A taxpayer desiring an extension of time for filing a City income tax return (Form R or R-B) must submit an application on or before the due date of the return.

Non-payment penalty of 5% per month (or part thereof) will accrue on any tax due on the return, from the regular due date of the return until paid. Compounded interest will accrue at the rate of 1.5% per month (or part thereof) on any balance due on the return, from the regular due date of the return until paid. If less than 80% of the tax has been paid thru timely estimate payments, a penalty for the underpayment of estimated taxes may also be charged in addition to the interest.

2. **HOW AND WHERE TO FILE** – Complete this form forward to the City of Xenia, Division of Taxation, 101 N Detroit St., P O Box 490, Xenia OH 45385-0490. *If you wish to receive a copy of your approved extension, an e-mail address or a self-addressed, stamped envelope must be submitted with the form.* If your request is disapproved, the person filing this

request will be notified by mail. ***A copy of the extension must be attached to your return when it is filed.***

3. **REASONS FOR EXTENSION** – The City of Xenia will grant a reasonable extension of time for filing a return if the taxpayer files a timely application.

4. **SIGNATURE** – Extension requests should be signed by the individual taxpayer, an officer of a corporation, a member of a partnership or the firm employed to complete the annual return. When submitting electronically, the form may be signed digitally or an email address may be entered in lieu of a signature.

5. **BLANKET REQUESTS** – Blanket requests for extensions will be granted ***only*** if the list contains all the pertinent information, ***especially SSN's and FID's.***

6. **PERIOD OF EXTENSIONS** – Generally, an extension of time to file on an initial application will follow the guidelines as set forth by the federal government (IRS) – of 6 months. A longer period of time will not be granted unless accompanied by a Federal extension request, with a sufficient need for such an extended period clearly shown.

UNDER NO CIRCUMSTANCES WILL AN EXTENSION BE GRANTED IF RECEIVED AFTER THE DUE DATE.