



**CITY OF MASON TAX OFFICE**  
 6000 Mason-Montgomery Road  
 Mason, Ohio 45040  
 Telephone: (513) 229-8535  
 Fax: (513) 229-8531

# BUSINESS EXTENSION REQUEST

## APPLICATION FOR EXTENSION OF TIME TO FILE MASON INCOME TAX RETURN

FOR THE CALENDAR YEAR \_\_\_\_\_

OR FISCAL YEAR \_\_\_\_\_ TO \_\_\_\_\_

**DUE ON OR BEFORE DUE DATE OF RETURN**

Please note that the extension to file is **NOT** an extension of time to pay the tax due. A federal extension will be accepted in lieu of this form.

ACCOUNT # \_\_\_\_\_  
 NAME \_\_\_\_\_  
 DBA \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 FED ID# \_\_\_\_\_  
 TAXPAYER SS# \_\_\_\_\_

	EXTENSION YEAR	CURRENT YEAR
1. ESTIMATED TOTAL TAXABLE INCOME .....	\$	
2. TAX RATE (1.12%) .....	1.12%	1.12%
3. ESTIMATED TAX DUE (LINE 1 X LINE 2) .....	\$	
4. PRIOR PAYMENTS AND CREDITS .....	\$	
5. NET TAX DUE (LINE 3 LESS LINE 4).....	\$	
6. PAYMENT WITH THIS APPLICATION (EQUAL TO LINE 5).....	\$	

Please note the tax office will set up a Declaration of Estimated Tax due for the following tax year based on the current year's liability. **Please remember that 90% of your actual tax liability is due by the 15th day of the 12th month of the fiscal year.** Courtesy coupons will not be mailed in June. Vouchers are available at [www.imaginemason.org](http://www.imaginemason.org). You may pay your first quarter estimated payment with this extension request. If you wish to establish a different Declaration amount, please contact our office.

**AN EXTENSION OF \_\_\_\_\_ DAYS (NOT TO EXCEED 180) FOR FILING THE CITY OF MASON INCOME TAX RETURN (FORM BR) FOR THE YEAR STATED ABOVE IS HEREBY REQUESTED FOR THE FOLLOWING REASON(S):** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I DECLARE THAT THE EXTENSION REQUESTED HEREIN FOR FILING THE MASON CITY INCOME TAX RETURN FOR THE TAXABLE YEAR STATED IS NECESSARY FOR THE REASON(S) GIVEN ABOVE AND THAT I AM AUTHORIZED TO SIGN THIS REQUEST.

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 TITLE (IF AN OFFICER OF THE CORPORATION)

\_\_\_\_\_  
 DATE

**OFFICE USE ONLY**

APPROVED                       DISAPPROVED

### INSTRUCTIONS FOR FILING APPLICATION FOR EXTENSION OF TIME TO FILE MASON INCOME TAX RETURN FOR 2021

Upon written request of the taxpayer made on or before the date for filing the return, and for good cause shown, the Tax Administrator may extend the time for filing such return for a period of time not to exceed the date of the extension granted by the Internal Revenue Service. No penalty shall be assessed in those cases in which the return is filed within the period as extended, provided all other filing and payment requirements of the Income Tax Ordinance have been met (e.g. 90% of the tax due must be paid by December 15th or the 15th day of the twelfth month of the fiscal year. Any remaining tax balance must be paid by April 18th or the 15th day of the fourth month following the fiscal year end.). Interest accrues on any tax due on the return from the date the return is originally due until paid. Please call 513-229-8535 with questions.

To have a copy of the approved extension returned to you, file duplicate copies of this application along with a self-addressed, stamped envelope with the City of Mason Tax Office, 6000 Mason-Montgomery Road, Mason, Ohio 45040. A copy of the approved Extension Request (Form ER) should be attached to the tax return when filed. The Mason Income Tax Return may be filed anytime on or before the extended due date.