



CITY OF MASON
"Commitment to Excellence in Public Service"
City of Mason Tax Office
6000 Mason-Montgomery Road, Mason, Ohio 45040
Telephone: (513) 229-8535 Fax: (513) 229-8531

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

ACCOUNT # _____
NAME _____
DBA _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
TAXPAYER SS#/FED ID# _____
SPOUSE SS# _____

Table with 3 columns: Description, Extension Year, Current Year. Rows include: 1. ESTIMATED TOTAL TAXABLE INCOME, 2. TAX RATE (1%), 3. ESTIMATED TAX DUE, 4. PRIOR PAYMENTS AND CREDITS, 5. NET TAX DUE, 6. PAYMENT WITH THIS APPLICATION.

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. This will generate the Courtesy Quarterly Installment Coupons that are mailed in July, October and January. You may pay your first quarter estimated payment with this extension request, as no first quarter coupon will be mailed. 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 IR) 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 _____
SPOUSE SIGNATURE (IF FILING JOINTLY) _____
TITLE (IF AN OFFICER OF THE CORPORATION) _____
DATE _____

OFFICE USE ONLY
AMOUNT _____
APPROVED [] DISAPPROVED []

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

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 six (6) months or one (1) month beyond any extension requested of or granted by the Internal Revenue Service. No penalty shall be assessed in those cases in which the return is filed and the final tax paid 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 January 31st or one month after the end of the fiscal year). 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.

The City of Mason may deny a taxpayer's request for extension if the taxpayer:

- 1. fails to timely file the request;
2. fails to file a copy of the federal extension request (if applicable);
3. owes the City of Mason any delinquent income tax or any penalty, interest, assessment or other charge for the late payment or nonpayment of income tax;
4. has failed to file any required income tax return, report, or other related document for a prior tax period.

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 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.