

# Instructions Application for Filing Extension

For use in preparing  
**2016** Returns

It is important that a completed return be filed on or before the due date as prescribed by Whitehall City Codes. It is important that a completed return be filed on or before the due date as prescribed by Columbus City Codes. Per Whitehall City Code §184.094(A), any business that has duly requested an automatic six-month extension for filing the businesses federal income tax return shall automatically receive an extension for the filing of the city income tax return. The extended due date of the municipal income tax return shall be the fifteenth day of the tenth month after the last day of the taxable year to which the return relates.

If an extension payment needs to be made, or an extension has not been requested or granted by the Internal Revenue Service and you are unable to prepare an accurate return for filing on the due date, this form must be filed and the tax thereon paid by the date the return is normally due.

## Part 1: Account Information

1. Please enter the information in the spaces provided for name, current address and Social Security Number or EIN/FID number.

## Part 2: Extension Information

Column 1 - Enter estimated total taxable income.

**TAX RATE - 2.5%**

Column 2 - Enter the estimated tax due - Column 1 multiplied by appropriate tax rate.

Column 3 - Enter all city tax paid on your current estimate and/or any overpayment credits.

Column 4 - Enter net tax due - Column 2 minus Column 3.

Total all net tax due and enter in the "Payment" box provided.

## Signature

Signature on form shall be that of the individual taxpayer (and spouse, if applicable), officer of the corporation or member of a partnership, or the person or form employed to complete the annual return.

Payment accompanying this request must be an amount equal to the additional liability as shown on the face of this form plus the unpaid balance, if any, on the original declaration. Interest accrues on the unpaid balance from the original due date.

*FOR ADDITIONAL INFORMATION CALL (614) 237-9803.*

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