CITY OF TROTWOOD
INCOME TAX SUPPORT SERVICES
4 STRADER DRIVE
TROTWOOD OH 45426-3395
PHONE (937) 837-3415

INDIVIDUAL TAXPAYER INSTRUCTIONS FOR APPLICATION FOR EXTENSION OF TIME TO FILE

TROTWOOD
"Together, We Are Building a Bright Community"

Any taxpayer that has requested an extension of time to file a federal income tax return may request an extension for the filing of the City of Trotwood Income Tax Return by completing the following:

- File an extension request (using form below or any generic substitution) with the City of Trotwood on or before the original due date of the tax return (APRIL 15th), with a copy of the federal extension request attached;
- Pay in full any anticipated liability for the year the extension is requested, plus payment in full of the first quarter estimated tax due for the current year (with the extension request);

An extension of time to file may be denied for any of the following reasons:

- The request is not timely filed
- The taxpayer fails to include a copy of the federal extension request
- The taxpayer owes any delinquent income tax, penalty, interest or other charge for the late payment or nonpayment of income tax
- The taxpayer has failed to file any required income tax return, report, or other related document for a prior tax period.

The extension request must be POSTMARKED by April 15th accompanied by a copy of your Federal extension request and payment in full of the tax due. The granting of an extension request for filing the Trotwood Income Tax Return does not extend the due date for payment of any tax, therefore penalty and intest charges will apply to any unpaid tax during the period of extension (including current year estimated tax due). Any extension granted by the Tax Administrator is granted conditionally upon the fulfillment of all requirements of the Income Tax Ordinance. An extension granted may be denied during the period of extension for any lack of compliance with the Income Tax Ordinance. FAXED OR EMAILED EXTENSION REQUESTS WILL NOT BE ACCEPTED.

NOTE: A husband and wife filing a joint extension requests must be filing a joint city income tax return. Husband and wife filing separate extension requests must submit separate completed requests, and must be filing separate city income tax returns.

An extension granted for the filing of the City of Trotwood Income Tax Return will extend the due date to the last day of the month following the month to which the due date of the federal income tax return has been extended.

APPLICATION FOR EXTENSION OF TIME TO FILE THE CITY OF TROTWOOD INCOME TAX RETURN

TAXPAYER NAME: _____ SSN: _____

SPOUSE NAME: _____ SSN: _____
(If filing a joint extension request and joint tax return)

ADDRESS: _____

TAX YEAR: _____

ANTICIPATED LIABILITY FOR THIS TAX YEAR: $ _____

ANTICIPATED ESTIMATED TAX PAYMENT DUE
FOR FIRST QUARTER CURRENT YEAR: $ _____

TOTAL PAYMENT DUE WITH EXTENSION REQUEST: $ _____

A copy of your Federal Extension Request must accompany your Trotwood Income Tax Extension Request. Payment in full of anticipated liability for extended year plus estimated tax for first quarter of current year must be paid in full with the filing of this request. An extension of time for payment of any tax due will not be granted. Payments submitted with extended tax return will be subject to full penalty and interest charges back to the original due date of the return/payment.

SIGNATURE OF TAXPAYER _____ DATE _____

SIGNATURE OF SPOUSE (IF JOINT EXTENSION) _____ DATE _____

Signature and address of tax preparer,
if not completed by taxpayers(s) _____ DATE _____