



**CITY OF CINCINNATI
 INCOME TAX DIVISION
 805 CENTRAL AVENUE SUITE 600
 CINCINNATI OH 45202-5799
 www.cincinnati-oh.gov/citytax**

EXTENSION REQUEST FORM (Due on the Return Due Date)

TAX YEAR

TAX YEAR END DATE

RETURN DUE DATE

The undersigned or duly authorized agent hereby requests an extension of time as indicated above within which to file the annual Cincinnati Income Tax Return for the taxpayer account name(s) and account number(s) listed below. To the best of my knowledge and belief, all other filing and payment requirements have been fulfilled. **I understand an approved extension will be rescinded if the taxpayer's account is later found to be in arrears.**

The taxpayer(s) has (have) complied with all filing and payment requirements of CMC Section 311

Signature _____ Date _____

IMPORTANT: To insure proper processing, type or print each taxpayer's Cincinnati tax account number, name, SSN/FID, and the amount paid with this extension request in the format indicated below. Mailed requests are to be marked "EXTENSION" in the lower left corner of the envelope. When filing the return as extended, indicate in the top margin of the return "EXTENSION GRANTED UNTIL (DATE)".

	CINCINNATI ACCOUNT #	TAXPAYER NAME	SSN/FID #	PAYMENT AMOUNT (If required)
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____

Cincinnati Account Number Format:
 1234567-B Business Account
 1234567-R Individual Account

EXTENSION OF TIME FOR FILING

1. Extensions may not be granted for filing declarations or withholding tax forms, however, the tax commissioner will extend the time for filing the annual return for a period not to exceed that indicated by CMC Section 311-55 upon receipt of a copy of the taxpayer's request. At the time of filing any return for which an extension has been granted, the taxpayer shall enter in the top margin on the face of the return form the words "Extension Granted To (date)."
2. Requests shall set out the taxpayer's name and account number, Social Security or Federal Identification Number, the taxable period for which extension of time for filing is desired, the length of the extension and the reason therefore, and whether declaration filing and payment requirements have been fulfilled.
3. Where an active account number has not been previously established for a taxpayer, an extension request shall so indicate and include taxpayer address and Social Security number or Federal Identification Number in lieu of an account number. In such cases, extension requests shall be treated as a notification of intention to file by a new taxpayer and an account number will be established.
4. Single requests by or for only one taxpayer may be in the form of a copy of the federal extension, a letter including the information described above, or an Extension Request Form obtained from the Cincinnati Income Tax Division website or by mail/e-mail request. Practitioners making multiple requests via the Extension Request Form or a listing of clients shall leave a space between names for clarity.