



CITY OF KETTERING

P.O. Box 293100/KETTERING, OHIO 45429-9100
PHONE: (937) 296-2502 • FAX: (937) 296-3242
www.ketteringoh.org

EXTENSION REQUEST

APPLICATION FOR EXTENSION OF TIME TO FILE KETTERING INCOME TAX RETURN

DUE ON OR BEFORE DUE DATE OF RETURN

For Tax Year Ending: _____

Account Number: _____

Taxpayer: _____ Taxpayer ID Number _____

Spouse: _____ Taxpayer ID Number _____

Address: _____

City, State, Zip Code _____

1. Estimated Total Taxable Income	\$
2. Tax Rate (1.75%)	.0175
3. Estimated Tax Due (Line 1 X Line 2)	\$
4. Overpayment and/or Prior Payments	\$
5. Net Tax Due (Lines 3 Less Line 4)	\$
6. Payment With This Application (Equal to Line 5)	\$

FOR OFFICE USE ONLY	
Amount:	_____
Approved	<input type="checkbox"/>
Disapproved	<input type="checkbox"/>

PLEASE NOTE: File a copy of your federal extension request and this form with the City of Kettering Tax Division on or before the original due date of the return and pay the amount you owe from line 5 above. **THIS IS NOT AN EXTENSION OF TIME TO PAY YOUR TAX.**

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

Any taxpayer can request an extension of time in which to file their Kettering Income Tax Return by submitting a copy of their federal extension request to the Tax Division **on or before the original due date of the return**. The extended due date of the municipal income tax return shall be the last day of the month following the month to which the due date of the federal income tax return has been extended.

No penalty shall be assessed in those cases in which the return is filed and the final tax paid within the extension period provided all other filing and payment requirements of the Income Tax Code have been met. **Interest accrues on any tax due on the return from the original due date of the return until the date the tax is paid.** Please call the Kettering Tax Division at (937) 296-2502 for the current interest rate. If it becomes evident upon further examination that declaration filing and payment requirements of the Income Tax Code have not been fulfilled, penalty and interest may be assessed in full and in the same manner as though no extension had been granted.

File **duplicate** copies of your federal extension request and this application along with a self-addressed, stamped envelope with the City of Kettering, Tax Division, P.O. Box 293100, Kettering, Ohio 45429-9100. One of the copies, indicating approval (or disapproval) will be returned to the taxpayer or the agent making the request. This copy should be attached to the income tax return when filed. The income tax return may be filed any time on or before the extended due date.