



# EXTENSION REQUEST

**CITY OF HUBER HEIGHTS DIVISION OF TAXATION**  
 P.O. BOX 24309, HUBER HEIGHTS, OHIO 45424  
 PHONE: (937) 237-2976, FAX: (937) 237-2983  
 www.hhoh.org

Application for Extension of Time to File City of Huber Heights Income Tax Return

FOR TAXABLE YEAR ENDING \_\_\_\_\_

Taxpayer SS#/FID# \_\_\_\_\_ Account # \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

An extension of \_\_\_\_\_ days for filing the City of Huber Heights Income Tax Return for the year stated above is hereby requested.

**ATTACH FEDERAL EXTENSION REQUEST.**

- 1. ESTIMATED TOTAL TAXABLE INCOME ..... \$ \_\_\_\_\_
- 2. TAX RATE (2.25%) ..... \_\_\_\_\_
- 3. ESTIMATED TAX DUE (LINE 1 X LINE 2) ..... \$ \_\_\_\_\_
- 4. CREDIT FOR TAX WITHHELD ..... \$ \_\_\_\_\_
- 5. ESTIMATED PAYMENTS AND/OR PRIOR YEAR OVERPAYMENT ..... \$ \_\_\_\_\_
- 6. NET TAX DUE (LINE 3 MINUS LINE 4 & 5) ..... \$ \_\_\_\_\_

CHECK# \_\_\_\_\_ AMOUNT PAID WITH THIS FORM ..... \$ \_\_\_\_\_

**PLEASE NOTE THE FOLLOWING:**

File a copy of your Federal Extension Request and this form with the City of Huber Heights, Division of Taxation, **on or before October 15th.** You must pay the amount you owe from line 6 above on or before April 15th. **THIS IS NOT AN EXTENSION OF TIME TO PAY YOUR TAX. EXTENSIONS ARE NOT GRANTED ON AN AUTOMATIC BASIS.** Estimated Tax payments must still be made on a quarterly basis.

No penalty shall be assessed in those cases in which the return is filed and the final tax paid within the extended period provided all other filing and payment requirements of the City of Huber Heights Codified Ordinance have been met. **However, interest accrues on any tax due on the return from the original due date of the return until the date the tax is paid.** If it becomes evident upon further examination that declaration filing and payment requirements of the City of Huber Heights Codified Ordinance have not been fulfilled, penalty and interest may be assessed in full and in the same manner as though no extension had been granted.

FOR OFFICE USE ONLY	
APPROVED     Extended to _____	DISAPPROVED  <input type="checkbox"/> Failure to timely file the request. <input type="checkbox"/> Failure to file a copy of the federal extension. <input type="checkbox"/> Prior income tax, penalty, and/or interest balance owed to the City of Huber Heights. <input type="checkbox"/> Failure to file any required income tax return or related document.