

**VILLAGE OF WEST JEFFERSON
INCOME TAX DEPARTMENT
28 E. MAIN STREET
WEST JEFFERSON, OH 43162
614-879-9757 FAX 614-879-5338
westjefferson.selfhost.com**

**APPLICATION FOR EXTENSION OF TIME TO FILE VILLAGE OF WEST JEFFERSON
INCOME TAX RETURN, AND STATEMENT IN LIEU OF TENTATIVE RETURN**

For Calendar Year ending December 31, _____

or

For Fiscal Year beginning _____

and ending _____

| | |
|--|--|
| <p>Account No. _____</p> <p>Name _____</p> <p>Street _____</p> <p>City _____</p> | <p>The filing of a consolidated return will be permitted under the West Jefferson Income Tax Ordinance No. 02-19.</p> <p>Indicate here if this is a consolidated return</p> <p style="text-align: right;">Yes No</p> |
| <p>If an extension of time is necessary, file this form on or before due date, in duplicate with the Director, Dept. of Income Tax, Village of West Jefferson, in accordance with instructions on the reverse side hereof.</p> | <p style="text-align: center;">TENTATIVE RETURN</p> <p>1. Amount paid on current estimate of West Jefferson tax \$ _____</p> <p>2. Tentative amount of West Jefferson tax \$ _____</p> <p>3. Increase only \$ _____</p> <p>4. Payment (with this return) \$ _____</p> |

An extension of time for filing Village of West Jefferson income tax for the year stated above, and Declaration of estimated Village of West Jefferson Income tax for the ensuing taxable year, is hereby requested for the following reason:

This application must be accompanied by a remittance of the additional tax, if any, plus the unpaid balance of the current estimate, if any. If no estimate has been filed, payment of estimated tentative tax shall be equal to the average of the tax liability for the last three(3) filing periods.

I declare that the extension requested herein for filing West Jefferson Income tax return for the taxable year stated is necessary for the reason given above and that I am authorized to sign this request. Please mail approved duplicate to () Taxpayer; () Agent signing this request.

_____ (Signature)

_____ (Title, if an officer of the Corporation)

_____ (Date)

INSTRUCTIONS FOR USE OF
VILLAGE OF WEST JEFFERSON INCOME TAX EXTENSION

It is important that a completed return be filed on or before the due date as prescribed by the ordinance. However, the ordinance provides that “The Director shall have the authority to extend the time of making and filing any return whenever he deems it necessary, but not to exceed a period of 6 months or 1 month beyond any extension requested of or granted by the Internal Revenue Service for filing of the Federal Income Tax Return.” If an extension has been requested of 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.

Such request shall be made on West Jefferson Extension Form, and filed with the Income Tax Dept., 28 E. Main St., West Jefferson, Ohio 43162, on or before the date the return is normally due. The original of this form will be retained in the Department in lieu of a tentative return.

In the box provided, statement in lieu of “Tentative Return” must be completed as follows:

1. Show the amount paid on current estimate of West Jefferson income tax for the year or period in question;
2. Show the tentative amount of West Jefferson income tax;
3. Show only the amount by which the revised tentative tax exceeds the original estimate;
4. Indicate the payment being remitted.

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 due date to actual date of filing and payment of Forms BR and IR, unless this Extension Form has been filed.

If, for reasons beyond your control, you are unable to prepare an accurate return for filing within the extended period, and you have met all of the requirements, this form will serve as your tentative return until such time as you are able to file a completed return.

