



Application for an Extension To File Form 945
Inter-County Return of Taxable Business Property

Return Year

Taxpayer name

Taxpayer address

City State ZIP code

Telephone number E-mail address

Personal property tax account # FEIN #

Reason

Person requesting extension, if other than taxpayer

Name

Address

City State ZIP code

Telephone number E-mail address

Note: A confirmation letter will be sent to the person requesting the extension or, if none is listed, to the taxpayer.

Instructions

The inter-county form 945 must be filed by April 30th of each year. An extension until June 15th may be requested from the tax commissioner and received no later than April 30th.

Proper identification of each taxpayer must be provided for a valid extension to be issued. This would include an Ohio personal property tax account number, FEIN number and/or exact legal name for each taxpayer. The extension is valid only for the name appearing on the extension confirmation, so proper identification is critical. We do not issue "blanket" extensions.

Do not use this form to request an extension to file a single-county form 920 or a new taxpayer return form 920NT. Extensions for form 920 and form 920NT must be requested from the auditor in which county the return will be filed.

Federal extensions are not acceptable. Any extension granted by a county auditor must accompany form 945 at the time of filing to be recognized. Otherwise, a late-filing penalty will be applied.

Applications for an extension of time to file the inter-county return (form 945) may be made by regular or certified mail (preferred method), fax or e-mail. Please note, however, that all extension requests must be received by the tax commissioner on or before April 30 to be considered. Mechanical and electronic failures do occur, so if you choose to submit your request by fax or e-mail do not assume it has been received by our office. Likewise, applications sent by regular mail will be considered timely only if they are received by our office on or before April 30. The U.S. postmark date will not be accepted as the date of receipt. However, as with the tax return itself, if the extension application is sent by certified mail or authorized delivery service, the date of mailing will be accepted as the date received by the tax commissioner. Confirmation of receipt of your request will not be made; the only confirmation sent will be of the granted extension. Please allow up to six weeks to receive your granted extension confirmation.

Ohio Department of Taxation
Personal Property Tax Division
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Columbus Ohio, 43216-0530

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