

Application for an Extension To File New Taxpayer Return

Return type: County new taxpayer – 920NT Inter-county new taxpayer – 945

Taxpayer name _____

Taxpayer address _____

City _____ State _____ ZIP code _____

Telephone number _____ E-mail address _____

Ohio charter # _____ FEIN # _____

First day of business operations _____

Reason _____

Person requesting extension _____

Name _____ Position _____

Address _____

City _____ State _____ ZIP code _____

Telephone number _____ E-mail address _____

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

Instructions

The new taxpayer return must be filed within 90 days of commencing business operations. An extension of 45 days may be requested from the county auditor (920NT) or the tax commissioner (945) before the 90-day period ends.

Proper identification of each taxpayer must be provided for a valid extension. This would include an Ohio charter 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. **The first day of business operations is required information.** Incomplete requests will cause processing delays, possibly resulting in late filing penalties.

Do not use this form to request an extension to file a single-county form 920 or an annual inter-county form 945. **Extensions for form 920 must be requested from the auditor in which county the return will be filed.** Extension request form 993 A is used for the annual form 945.

Federal extensions are not acceptable. Extension confirmations must accompany the new taxpayer return at the time of filing to be recognized. Otherwise, a late filing penalty may be applied.

To ensure delivery to and receipt by the county auditor or tax commissioner, certified mail, personal delivery or an approved delivery service should be used. You may also fax your request. See your local telephone directory for your county auditor's mailing address and telephone number. To deliver the new taxpayer return to the tax commissioner's office, use the information below.

Ohio Department of Taxation
Personal Property Tax Division
P.O. Box 530
Columbus Ohio, 43216-0530

Address for delivery service:
30 E. Broad Street, 21st Floor
Columbus, Ohio 43215
Fax: 206-350-6722
E-mail: extensions@tax.state.oh.us

Department of Taxation: tax.ohio.gov
County auditor directory: caao.org