

**MCCONNELSVILLE VILLAGE INCOME TAX**  
**9 WEST MAIN STREET**  
**MCCONNELSVILLE, OHIO 43756**  
*Phone (740) 962-3163*  
*Fax (740)962-6127*

Dear Administrator:

I am requesting an extension until \_\_\_\_\_ for the payment/filing of my Village Income Taxes that are/were due April 15, 20\_\_\_\_\_.

**Account Number:** \_\_\_\_\_ **Tax Year** \_\_\_\_\_

**Account Name:** \_\_\_\_\_

\_\_\_\_\_  
**Taxpayer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Taxpayer Signature**

\_\_\_\_\_  
**Date**

McConnelsville Ordinance No. 03-05 Section VIII C

1. Upon written request of the taxpayer made on or before the date for filing the return, and for good cause shown, the Administrator may extend the time for filing such return for a period of not to exceed six (6) months, or to one (1) month beyond any extension requested of or granted by the Federal Internal Revenue Service. Whenever he deems such necessary, the Administrator may require a tentative return accompanied by payment of the estimated tax. No penalty or interest will be assessed in those cases in which the return is filed and the final tax paid within the period as extended provided all other filing and payment requirements of the Ordinance have been met. Excepted that the time for claiming a reciprocal credit shall be as provided for by Section XVII of the Ordinance and no extension beyond the date so prescribed shall be permissible.
2. Information returns, schedules and statements needed to support tax returns are to be filed within the time limits set for filing the tax return.

***(Please complete all blanks for accurate filing of extension)***