



## 2025 EXTENSION REQUEST

**Due the 15<sup>th</sup> day of the 4<sup>th</sup> month following the close of the taxable year end**

Business name: \_\_\_\_\_ Tax year ended: \_\_\_\_\_  
Address: \_\_\_\_\_ Due date: \_\_\_\_\_  
Address: \_\_\_\_\_ Federal ID/SS #: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Entity  
Classification:  
 Individual  
 Partnership  
 Corporation  
 LLC  
 Other

**Make payable to: City of Florence**  
**Remit to: P.O. Box 49 Burlington, KY**  
**41005-0049**

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**You MUST attach a copy of the 2024 Federal Tax Extension form**

1) Estimated Tax liability for year ended (Minimum \$40.00/Maximum \$10,000)	\$ _____
2) Less Credits/ Adjustments	(\$ _____)
3) Subtotal (Subtract line 2 from line 1)	\$ _____
4) Penalty (Minimum is \$25.00 or 5% per month not to exceed 25%)	\$ _____
5) Interest (1% per month)	\$ _____
<b>6) Total amount due (add lines 3 through 5)</b>	<b>\$ _____</b>

This form is to be used to apply for a six month extension of time to file the City of Florence Annual Renewal – Occupational License Return. All estimated taxes due MUST be paid at the time the extension is filed. For all taxes unpaid at the time the annual renewal is filed, penalty and interest will be applied. Any fraction of a month will be counted as an entire month. A business may file the City of Florence annual renewal return at any time before the extension expires. The return will be due the 15<sup>th</sup> day of the 10<sup>th</sup> month following the close of the taxable year end providing the extension has been granted.