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## Instructions: Local Earned Income Tax Returns – EXTENSION TO FILE

In accordance with the instructions for the Local Earned Income Tax Return, Section A-1, an Extension to file the local earned income tax return is acceptable providing:

- A copy of the extension must be received by the Bureau postmarked by the filing due date, April 15<sup>th</sup> (unless the 15<sup>th</sup> falls on a Saturday or Sunday or Federal Holiday, then it must be filed on the next business day)
- 2. Extension Format: a copy of the Federal, State, or Local Extension will be deemed an acceptable format. Taxpayer name, address, reference # or SSN and tax year must be included on the form.
- An Extension to file does not include an extension to pay. Any anticipated payment of tax must be received by April 15<sup>th</sup> to avoid penalties and interest.
- 4. Extensions received by April 15<sup>th</sup> will cease to be valid after the October 15<sup>th</sup> deadline (unless the 15<sup>th</sup> falls on a Saturday or Sunday or Federal Holiday, then it must be filed on the next business day). Tax Filings that were initially granted an extension will be considered delinquent after the October 15<sup>th</sup> deadline. Penalties, Interest, and costs will apply.