

FORM EXT

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(Rev. 12/09/2021)

OFFICIAL USE ONLY

REQUEST FOR EXTENSION OF TIME TO FILE

City of Portland Business License Tax | Multnomah County Business Income Tax
Metro Supportive Housing Services Business Income Tax | Portland Clean Energy Surcharge

PORTLAND/MULTNOMAH TAX ACCOUNT # BZT-	METRO TAX ACCOUNT # SHB-	CES TAX ACCOUNT # CES-
TAX ID # (FEIN or SSN)	BUSINESS NAME (TAXPAYER'S LAST NAME, FIRST NAME IF SOLE PROPRIETOR)	
BUSINESS MAILING ADDRESS <input type="checkbox"/> <i>Check if this is an address change</i>	CITY	STATE/PROV ZIP CODE
BUSINESS TAX ENTITY TYPE <i>(Select one)</i> <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> S-corporation <input type="checkbox"/> C-corporation <input type="checkbox"/> Trust/Estate	TAX YEAR From: _____ To: _____	

Please indicate the amount to be applied to each program:

(You must include payment of the estimated tax due along with this extension request.)

1. City of Portland and Multnomah County Business Taxes	1	
2. Metro Supportive Housing Services (SHS) Business Tax	2	
3. Portland Clean Energy Surcharge (CES)	3	
4. Total payment amount	4	

Make check payable to City of Portland. Check # _____

GENERAL INFORMATION

If you are unable to complete your City of Portland/ Multnomah County Combined Tax Return (including the Portland Clean Energy Surcharge Form) and/or Metro Supportive Housing Services (SHS) Business Income Tax Return by the due date, you may request a six-month extension of time to **file** (generally until October 15th for calendar year filers). The original due date of the business tax returns is the 15th day of the fourth month following the end of the tax year (unless other federal or State of Oregon due dates apply).

If you have filed an extension for your federal taxes, you do not need to submit this form. You should include a copy of your federal extension when you file your business tax returns and check the "Extension Filed" box.

If you need to request an extension of time to file for the City of Portland and/or Multnomah County business tax (including the Portland Clean Energy surcharge) and/or the Metro Supportive Housing Services (SHS) business income tax **only**:

- Include any payment of the estimated tax due along with this extension request.

- File this form **by the due date** (generally April 15th for calendar year filers) in order to avoid delinquent account status and late filing penalties.

An extension of time to file is not an extension of time to pay. Late payment penalties will apply if the tax liability is not paid in full by the original due date.

An underpayment penalty will be assessed unless estimated payments (including the extension payment) are remitted by the original due date that amount to 90% of the current year tax or 100% of the prior year tax. Interest is due on any tax not paid in full by the original due date.

If you have made estimated payments in excess of your expected liability, no payment will be due with this extension request.

If you are no longer in business, please submit an Out of Business Notification Form available at portland.gov/revenue/forms.

File and pay online at: Pro.Portland.gov or

Mail completed form and payment to City of Portland, 111 SW Columbia St., Suite 600, Portland, OR 97201.

FAX: 503-823-5192 | Office: 503-823-5157 | TDD: 503-823-6868

I declare that the information on this form is true and that I am authorized to act as a representative of the filer.

Printed Name: _____ Date: _____

Signature: _____ Telephone: _____