

GRAND RAPIDS
APPLICATION FOR AUTOMATIC EXTENSION OF TIME
TO FILE AN INDIVIDUAL INCOME TAX RETURN

Taxpayer Name:
Social Security No:
File on or Before: 4/30/2024, due date of 2023 return. \*
Payment:

- Payment Method:
• Make payment by check or money order payable to "City of Grand Rapids." DO NOT SEND CASH.
• Write your Soc. Sec. No., daytime phone number and "2023 GR-4868" on check or money order.
• To pay by credit card or a checking/savings account, see the income tax website of the City of Grand Rapids (www.grcity.us/incometax).

Address for Payment: Grand Rapids Income Tax Department
PO Box 108
Grand Rapids, MI 49501-0108

- Instructions:
• An extension to file does not extend the due date to pay tax. Tax paid late will be assessed late fees.
• Line 1: Enter the total tax liability you expect to report on your 2023 Form GR-1040, page 1, line 23.
• Line 2: Enter the total payments that you expect to report on your 2023 Form GR-1040, page 2, line 4, not including the extension payment reported on line 3 of this form.
• Filing date: The income tax ordinance limits an extension to SIX months from the original due date.

- Related Information:
• Federal extension: Filing a federal extension (Form 4868) with the Internal Revenue Service does not grant an extension of time to file a Grand Rapids income tax return.
• Persons living outside the United States: Where the Internal Revenue Code grants an automatic two-month extension to persons living outside the U.S., an automatic two-month extension will be granted.

- Payment:
• An extension is automatically granted upon payment of the balance due (line 3); failure to pay the balance due invalidates the extension request; an extension filed without a payment will not be accepted.
• Interest and penalty will be assessed on taxes paid late even if an extension of time to file is granted.
• Penalty may be waived by the Income Tax Administrator if the tax paid by the original due date is not understated by more than 5% of tax or the taxpayer can show that the failure to pay on time was due to reasonable cause.

\* Due Date • If the due date falls on a Saturday, Sunday or holiday, the due date is the next business day.

Taxpayer Records: Amount Paid: Check Number: Date Mailed:

KEEP TOP PORTION FOR YOUR RECORDS. SEND BOTTOM PORTION WITH YOUR PAYMENT

V DETACH HERE V

GR-4868 GRAND RAPIDS 2023 RET REX
APPLICATION FOR AUTOMATIC EXTENSION OF TIME TO FILE AN INDIVIDUAL INCOME TAX RETURN

Mail To: Grand Rapids Income Tax Department
PO Box 108
Grand Rapids, MI 49501-0108

NACTP #
EFIN #

Revised: 04/21/2015

Table with 4 columns: Taxpayer's first name, initial, last name; Taxpayer's SSN; If joint return spouse's first name, initial, last name; If joint payment, spouse's SSN; Present home address; Payment voucher 2D barcode; City, town or post office; State; Zip code; Foreign country name, province/county, postal code; 1. Estimate of total tax liability for 2023; 2. Total 2023 payments and credits; 3. Balance due (Line 1 less line 2)