

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

Taxpayer Name: []
Social Security No: []
Due on or Before: 4/30/2026, due date of 2025 return*
Payment: \$ []

Bank Routing Number: []
Bank Account Number: []
Type of Bank Account: [] Checking [] Savings

Payment Method: • DO NOT SEND CASH OR ANY OTHER FORM OF PAYMENT WITH PAYMENT VOUCHER BELOW.
• The payment voucher is authorization for city to directly withdraw your payment from your bank account.

Address for Payment: GRAND RAPIDS
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 2025 Form CF-1040, page 1, line 23.
• Line 2: Enter the total payments that you expect to report on your 2025 Form CF1040, 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 city 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: _____ Date Mailed: _____

Revised: 08/11/2015

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

V DETACH HERE V

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Table with columns for NACTP #, EFIN #, Taxpayer's first name, Taxpayer's SSN, Bank routing number, Type of account, Contact phone number, Present home address, Address line 2, City, town or post office, State, Zip code, Foreign country name, and tax liability calculations.