

**5903 Hawthorne Avenue  
Fairfax, Ohio 45227**



**Income Tax Department  
Telephone (513) 527-6506  
Fax (513) 271-4178**

**"Working Together To Build A Better Community"**

### Extension Requests

Extension requests must be received on or before the due date of the return. Your request should include the name of the person or business (local office name) requesting the extension, their address, Village of Fairfax account number, original due date of the return and the date until which you request the extension. Enclose a self-addressed stamped envelope for a reply.

You may submit a copy of the federal extension request, if all the above is included or submit your request in a letter. Extensions are granted for no longer than 6 months.

Village of Fairfax, Tax Department

letter extension request