

**City of Albion**

**Tax Year** \_\_\_\_\_

**Application for Extension of Time to File**

**AL-4267**

*An extension of time to file is not an extension of time to pay. DO NOT file this form if you will show a refund on your return.*

**PART 1: IDENTIFICATION. Please print or type. (See instructions on back).**

<p>1. Check <b>ONLY ONE</b> box. File a separate request for each tax.</p> <p><input type="checkbox"/> Individual Tax Return      <input type="checkbox"/> Corporate Tax Return</p> <p><input type="checkbox"/> Fiduciary Return      <input type="checkbox"/> Partnership Tax Ret.</p>	<p>2. Federal Employer ID No or TR No, if unknown complete line 3</p> <hr/> <p>3. Enter your Social Security No.      If filing jointly, spouses #</p>
<p>4. Complete name and address.</p>	<p>5. Taxpayer's name and address if different from item 4</p>

**PART 2: COMPUTATION AND PAYMENT OF TAX DUE**

6. Total annual tax liability for the year.....	6. _____
7. Payments made to date (include estimated tax payments, amounts carried forward and if an individual taxpayer, include withholding.....)	7. _____
8. Credits (if any)	8. _____
9. Add lines 7 and 8.....	9. _____
10. Estimated balance due. Subtract line 9 from line 6.....	10. _____
11. Amount paid with this request.....	11. _____

**Make your check or money order payable to the "City of Albion."**

**PART 3: EXTENSION REQUEST**

12. Tax year ends on:		Extension date ends on:	
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13.  Check this box if you attached a copy of your federal extension.

14. Reason for extension:

15. If an extension for this tax year was filed previously, attach a copy of the approved extension and check box

- Make your check or money order payable to "City of Albion"
- Write the type of tax and FEIN or Social Security number on the payment.
- Mail to: City of Albion, Income Tax Department, 112 W. Cass St, Albion, Mi 49224

I declare under penalty of perjury that the information in this application and attachments is true and complete to the best of my knowledge.		I declare under penalty of perjury that this application is based on all information of which I have any knowledge.	
I authorize Albion to discuss my application and attachments with my preparer <input type="checkbox"/>	Do not discuss with my preparer <input type="checkbox"/>	Preparer Signature, Address, Phone and ID No.	
Filer's Signature _____ Date _____			
Spouse's Signature _____ Date _____			

# Instructions for Filing Your City of Albion Application for Extension (AL-4267)

This information is issued under P.A. 284 of 1964.

An extension of time to file the federal return automatically extends the due date of the city return the same length of time. **An extension of time to file is not an extension of time to pay.** If at the time the extension is filed, you determine additional city income tax is due, pay the amount due on this form or on a copy of the federal extension. If no tax is due, it is not necessary to send an extension form to the city of Albion by April 30th (the copy of the federal extension attached to your return will be sufficient). Attach a copy of all federal and city extensions to the AL-1040, AL-1041, AL-1065 or AL-1120 when it is filed.

## PART 1: Identification

*Lines not listed are explained on the form.*

**Line 1.** File a separate application for each tax type. Check the box next to the tax this application is for.

**Lines 2 and 3.** Corporation, partnership and fiduciary filers must enter their federal employer identification number (FEIN) on line 2. Individual income tax filers must enter their Social Security number on line 3.

**Line 4.** Print or type your mailing address.

**Line 5.** Enter taxpayer's name and address only if it is different from the mailing address listed on line 4.

## PART 2: Computation and Payment of Tax Due

You must estimate your tax liability for the year and pay any unpaid portion of the estimated tax due with your application for extension. The application and payment must be postmarked on or before the original due date of your return.

If you underestimate your tax due and do not pay enough with your application for extension, you must pay interest on the unpaid amount. Compute interest from the due date of the annual return. The interest rate is 1 percent above the prime rate and is adjusted on January 1 and July 1. Interest is charged from April 30th (or the due date of the return) to the date you pay the rest of the tax.

Penalty of 1 percent per month to a maximum of 25 percent of the unpaid tax for failure to pay may also be applied.

**Line 7.** Payments made to date include quarterly payments, a credit forward from the previous tax year and any other payments previously made for this tax year. Individual income tax filers should include any city withholding.

## PART 3: Extension Request

**Line 13.** If the extension will extend the filing period of the city return beyond the federal extension, attach a copy of the approved federal extension.

**Line 15.** Check the box if Albion has already granted you an extension for this tax year. If you need more time, submit a new application with a copy of the original application before the original extension expires.

Use this form only to request an extension of time to file an Albion tax return.  
Follow the payment and mailing instruction on the front of the form.