



City of East Lansing
INCOME TAX DEPARTMENT

EL-7004

APPLICATION FOR AUTOMATIC EXTENSION OF TIME TO FILE CERTAIN RETURNS

2019 RET EXT
2019 CRP PEX
2019 CRP CEX

This application is for: EL-1040 /1041 EL-1065 EL-1120

Name of Taxpayer: _____
 Taxpayer's FEIN: _____
 File on or Before: 4/30/20 or the last day of the fourth
 month after the end of the tax year or short tax year
 Payment: \$ _____

Payment Method:

- Make payment by check or money order payable to "City of East Lansing." DO NOT SEND CASH.
- Write the corporation's FEIN, daytime phone number and "2019 EL-7004" on check or money order.

Address for Payment: East Lansing Income Tax Department Processing Center
 PO Box 526
 Eaton Rapids MI 48827

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 2019 East Lansing income tax return.
- Line 2: Enter the total payments that you expect to report on your 2019 East Lansing income tax return, 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 7004) with the Internal Revenue Service does not grant an extension of time to file a East Lansing income tax return.

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.

Taxpayer Records: Amount Paid: _____
 Check Number: _____

Date Mailed: _____

* Due Date If the due date falls on a Saturday, Sunday or holiday, the due date is the next business day. Revised 12/16/2019

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

V DETACH HERE V

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Mail To: East Lansing Income Tax Department Processing Center

Revised 12/16/2019

NACTP #	_____	PO Box 526	The application is for calendar year 2019, or tax year beginning	
EFIN #	_____	Eaton Rapids MI 48827	_____, 20_____, and ending	_____, 20_____,
Name of taxpayer		Taxpayer's FEIN		
Address (Number and street)		Suite number		
Address line 2 (P.O. Box address for mailing use only)		Payment voucher 2D barcode		
City, town or post office	State	Zip code		
		1. Estimate of total tax liability for 2019		
		2. Total 2019 payments and credits		
		3. Balance due (Line 1 less line 2)		