



**REQUEST FOR EXTENSION OF TPP RETURN FILING DATE**

Tangible Personal Property (F.S 193.063)

- 30 day extension to May 1, 2009 granted automatically upon written request
- 15 day additional extension to May 16, 2009

Seminole County Tangible Personal Property Account Number\*: 7 digits

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\*If you are requesting extensions on multiple account numbers, please attach a spreadsheet with the following information for all accounts.

Name of the Business:			
Corporate Name:			
Physical Location:			
Name of requestor:			
Address of requestor:			
Phone number of requestor:			
Email of requestor:			
Relationship:	Owner	Agent	Other
Reason for requesting the 15 additional days only:			
Signature:			
Date:			

**All requests must be received by March 31, 2009.**

**You may mail, fax or email your request to:**

**Seminole County Property Appraiser**  
**1101 East 1<sup>ST</sup> St**  
**Sanford, FL 32771**  
**407-665-7552 (Fax)**  
[tpptax@scpafl.org](mailto:tpptax@scpafl.org)

## Seminole County Property Appraiser

### Extension Policy 2009

All tangible personal property tax return extension requests must be made in writing and delivered to the Seminole County Property Appraiser's office by March 31, 2009.

Each request must include: the account number, business name (dba), and physical location along with the information regarding the requestor. Requests lacking the required information will not be processed.

Requests for the additional 15 day extension must have a specific reason included; these reasons are reviewed individually and will receive either a confirmation or denial letter.

In order to avoid filing penalties the extended filing deadlines for 2009 are as follows: 30 day extension-May 1, 2009; if approved, the additional 15 day extension-May 16, 2009. All filing dates are either the hand delivery date to the property appraiser office or the postmark of the filed return.

Special note: new accounts requesting extensions must provide additional information in order for our office to add the account to the tax roll. New accounts must include the mailing address, the type of business and an estimate of value; the estimate will only be used if the taxpayer fails to file the extended return.

In lieu of the form attached, extension requests may be placed in a excel spreadsheet or form letter for submission. However, all information fields described above must be included.

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**193.063 Extension of date for filing tangible personal property tax returns.** --The property appraiser shall grant an extension for the filing of a tangible personal property tax return for 30 days and may, at her or his discretion, grant an additional extension for the filing of a tangible personal property tax return for up to 15 additional days. A request for extension must be made in time for the property appraiser to consider the request and act on it before the regular due date of the return. However, a property appraiser may not require that a request for extension be made more than 10 days before the due date of the return. A request for extension, at the option of the property appraiser, shall include any or all of the following: the name of the taxable entity, the tax identification number of the taxable entity, and the reason a discretionary extension should be granted.