



## Franklin County Property Appraiser's Office

Rhonda M. Skipper, CFA

Property Appraiser

### TANGIBLE PERSONAL PROPERTY FILING EXTENSION POLICY

All extension requests for filing of Tangible Personal Property Tax Returns must be made in writing and must be received by the Property Appraiser **no later than April 1. All timely requests received by April 1st for a 30 day extension will be granted automatically; as such, you will not receive written confirmation.**

Each request for extension must include:

- The Tangible Personal Property Alternate Key Number and/or Parcel Identification Number
- The name of the taxable entity and the FEI or SS Number
- The location of the taxable entity

We offer two extensions:

- 30 Day Extension to May 1.

This extension will be **granted automatically** upon written request. All Tangible Personal Property Returns with 30 day extensions must be postmarked or delivered to the Property Appraiser by May 1 to avoid penalties.

- 45 Day Extension to May 15.

A 30 day extension will be granted automatically. This additional 15 day request will be granted **only** upon individual review of the specific reason(s) why an additional 15 days is warranted. You will be informed of the decision. All Tangible Personal Property Tax Returns with 45 day extension request must be postmarked or delivered to the Property Appraiser by May 15 to avoid penalties.

Requests for extensions involving multiple accounts do not have to be made individually; they may be listed in a spreadsheet format.

You may mail, fax or email your request to:

**Mail:** Lake County Property Appraiser    **Fax:** (850) 653-1861    **Email:** meganfcpa@yahoo.com

Attn: TPP-Extension Request

33 Market St, STE 101

Apalachicola, FL 32320



## REQUEST FOR EXTENSION OF TANGIBLE PERSONAL PROPERTY RETURN FILING DATE

Return to: Franklin County Property Appraiser  
Attn: TPP Extension Request  
33 Market St. STE 101  
Apalachicola, FL 32320

**INSTRUCTIONS:** Use this form to request an extension of time to file Tangible Personal Property tax return. All timely requests received by April 1<sup>st</sup> for a 30 day extension will be granted automatically; as such, you will not receive written confirmation. Please refer to the Tangible Personal Property Filing Extension Policy for specific information and dates to avoid penalties.

**You may return this form by mail, fax or email. Fax** (850) 653-1861 **Email** [meganfcpa@yahoo.com](mailto:meganfcpa@yahoo.com)

Pursuant to Florida Statute 193.063, I hereby request an extension to file my current year Tangible Personal Property Tax Return(s).

\_\_\_\_\_ 30 Day Extension to May 1.

This will be **granted automatically** upon written request.

\_\_\_\_\_ 45 Day Extension to May 15.

A 30 day extension will be granted automatically. This additional 15 day request will be granted **only** upon individual review of the specific reason(s) why an additional 15 day extension is warranted. You will be informed of the decision.

This request is made for the following accounts:

Alternate Key # \_\_\_\_\_ and/or Parcel # \_\_\_\_\_

Business Name \_\_\_\_\_ Owner Name \_\_\_\_\_

Federal EIN # \_\_\_\_\_ or, SS # \_\_\_\_\_

Physical Location: Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Requestor \_\_\_\_\_

Mailing Address of Requestor: Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone, Fax, and Email of Requestor:

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Relationship: \_\_\_\_\_ Owner \_\_\_\_\_ Agent \_\_\_\_\_ Other \_\_\_\_\_

Reason for requesting an additional 15 days only: \_\_\_\_\_

**NOTE:** If you are requesting extensions on multiple accounts, please attach a spreadsheet with the above information for all accounts.