

**INSTRUCTIONS FOR OBTAINING AN EXTENSION OF TIME
TO FILE A
2010 TANGIBLE PERSONAL PROPERTY TAX RETURN**

Pursuant to Florida Statute 193.063, the Property Appraiser's Office hereby notifies you of the criteria and procedures necessary to procure a 'Request for Extension of Time to File a Tangible Personal Property Tax Return.'

PLEASE NOTE: Failure to timely and properly file any extension request will result in rejection of the request.

A thirty (30) day extension until Monday, May 3, 2010 will be granted to you by the Property Appraiser's Office upon receipt of a properly executed request. All requests will be reviewed to determine (1) if the request is made in accordance with the instructions herein; (2) if the stated circumstances merit the additional time requested; and (3) if the requestor has authority granted by the taxpayer to make such a request.

All requests for extension must include the following information:

1. Key number
2. Name of Business (DBA)
3. Corporate name of Business (if applicable)
4. Physical location of business
5. Mailing address of business (including city, state and zip code)
6. Name and status (i.e., owner, officer, agent, other) of Requestor (including name of firm or association, if applicable)
7. Address and phone number of Requestor
8. Reason for Extension
9. Signature of Requestor
10. Date of Request

All requests must be made no later than the close of business on Friday, March 26, 2010. **Late requests will be rejected.** Requests may be submitted to our office on your company letterhead (to include the above required information) or on the enclosed form, as follows:

- You may mail your request to the Tangible Personal Property Office (must be postmarked no later than Friday, March 26, 2010) located at 7509 Forest Oaks Blvd., Spring Hill, FL 34606-2400.
- You may hand deliver your request to 20 North Main St., Room 463, Brooksville no later than 5:00 p.m., on Friday, March 26, 2010 or to the Tangible Personal Property Office (7509 Forest Oaks Blvd., Spring Hill) no later than 4:45 p.m., on Friday, March 26, 2010.
- You may fax your request to (352) 688-5087 (no later than 5:00 p.m., on Friday, March 26, 2010).

An approval or denial letter will be mailed to you following your request. A copy of the approval letter needs to accompany any return filed as verification of an extension. Any return submitted that does not have an attached copy of your request for extension bearing our offices' approved stamp may inadvertently receive a penalty.

Additionally, please note that our office will only issue one (1) approval per request. If you wish to send us a request which contains multiple clients/taxpayers, you may do so; however, it will become your responsibility to return a copy of that list showing our offices' approval stamp as confirmation of an extension with EACH return you file. If you would prefer not to have a copy of your entire client list attached to each return you mail to your clients, please submit one request per client.

The Hernando County Property Appraiser's Office thanks you in advance for your cooperation and look forward to working with you. Should you have any questions or if we may be of further assistance, please do not hesitate to contact the office directly at (352) 754-4190.