



City of Dayton, Kentucky  
514 Sixth Avenue, Dayton, Kentucky 41074  
Phone (859) 491-1600 Fax: (859) 491-3538  
Website: www.DaytonKY.com

## Business License Extension Application Form

### I. BUSINESS INFORMATION

Name of Business:	
Business Address:	
Employer ID # (EIN or SSN):	

### II. OCCUPATIONAL FEE AND LICENSE RENEWAL FEE ESTIMATE

1. Estimate of Occupational Fee liability for current tax year:	\$ _____
2. Total credits and estimated payments:	\$ _____
3. Balance of estimated fees due (Line 1 minus Line 2):	\$ _____

### III. IMPORTANT INFORMATION.

#### Purpose of Form

Use this form to apply for a six-month extension of time to file the City of Dayton Business License Return Form. This form does not extend the time to pay the occupational & business license renewal fees. If your business does not pay the occupational fee by the regular due date, you will owe interest at a rate of 1% per month or fraction thereof and penalty at a rate of 5% per month or fraction thereof, not to exceed 25%, with a minimum of \$25.

#### When to File Form

This form is due on or before the April 15th following the taxable year. For fiscal year taxpayers, this form is due on or before the 15th day of the 4th month following the close of the taxable year. Your business will not be granted an extension of time to file the City of Dayton Business License Return Form if the request and the estimated fees due are not postmarked or received by the 15th day of the 4th month following the close of the tax year.

#### Filing Your Business License Return Form

Your business may file the City of Dayton Business License Return Form at any time before the extension expires. For calendar year taxpayers, the form is due on or before October 15th following the close of the taxable year, if an extension is granted. For fiscal year taxpayers, the form is due on or before the 15th day of the 10th month following the close of the taxable year, if an extension is granted.

#### Interest

Your business will owe interest at a rate of 1% per month or fraction thereof on any occupational fee not paid by the regular due date of your Business License Return Form. The interest runs from the regular due date until the occupational fee is paid.

#### Late Payment Penalty

The late payment penalty is assessed at a rate of 5% per month or fraction thereof, not to exceed 25%, with a minimum of \$25 on the occupational fee not paid by the regular due date.

#### Late Filing Penalty

A penalty of 5% per month or fraction thereof, not to exceed 25%, with a minimum of \$25 is assessed on any returns filed after the due date granted with the extension application.